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The University of Massachusetts

FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 1959

KENNETH W. JOHNSON
TREASURER

UNIVERSITY OF MASSACHUSETTS

FINANCIAL REPORT

FOR THE YEAR ENDED JUNE 30, 1959

KENNETH W. JOHNSON
TREASURER

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Audit

In accordance with state law, all accounts of the University are examined each year by the State Auditor. The last audit covered the period of July 1, 1957 to June 30, 1958. At the time this report was prepared the audit for the current period was being completed.

All statements and schedules of state funds contained herein have been examined by the Comptroller's Bureau of the Commonwealth and approval given for publication.

Publication of this document approved by
Bernard Solomon, State Purchasing Agent - No. 44.

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Schedule A

BALANCE SHEET AS OF JUNE 30, 1959

Assets

I. State Funds:			
Appropriation Balances held by State Treasurer			
Other Maintenance		\$33,931.27	
Special Appropriations		28,994.47	
Capital Outlay		174,770.79	
Accounts Receivable		55,288.29	
Inventory of Supplies		<u>654,569.36</u>	
			\$ 947,554.18
II. Federal Funds:			
Cash - First National Bank of Amherst		68,683.00	
Notes Receivable - National Defense Student Loan Fund		<u>3,850.00</u>	
			72,533.00
III. Endowment Funds (Schedule A-1)			
Income Account - Cash, Amherst Savings Bank		10,000.00	
Income Account - Cash, First National Bank of Amherst		7,122.21	
Principal Account - Cash, Amherst Savings Bank		3,981.79	
Principal Account - Cash, First National Bank of Amherst		<u>1,057.55</u>	
Principal Account - Pool Investment Securities		380,862.24	
Principal Account - Securities not Pooled		7,500.00	
Principal Account - Investment - Land		58,560.80	
Unamortized Premiums on Pool Investments		<u>3,606.73</u>	
			472,691.32
IV. Student Loan Funds:			
Cash - First National Bank of Amherst		17,792.83	
Cash - Amherst Savings Bank		1,016.05	
Notes Receivable		<u>15,122.20</u>	
			33,931.08
V. Trust Funds:			
Cash on Hand		30.00	
Cash - First National Bank of Amherst		181,802.85	
Cash - Ware Savings Bank		115,380.41	
Cash - Woronoco Savings Bank		92,896.79	
Cash - Amherst Savings Bank		140,468.66	
Cash - Easthampton Savings Bank		<u>70,000.00</u>	
			600,578.71
VI. Agency Funds:			
Cash - First National Bank of Amherst		22,948.78	
Cash - Amherst Savings Bank		<u>8,577.61</u>	
			31,526.39
VII. Plant Funds:			
Land		2,631,724.00	
Buildings*		19,174,620.19	
Improvements other than Buildings		2,907,653.64	
Equipment		<u>3,919,377.85</u>	
			28,633,375.68
			<u>\$30,792,190.36</u>
			<u>\$30,792,190.36</u>

Total Assets

*The University also leases from the University of Massachusetts Building Association fifteen dormitories, two apartment buildings and a Student Union Building, representing investment of \$9,623,356.33. The principal is amortized and the buildings eventually become the property of the University.

Schedule A (Continued)

BALANCE SHEET AS OF JUNE 30, 1959

Liabilities, Reserves and Fund Balances

I. State Funds:

Total Appropriation Balances	\$237,696.53	
Due State Treasurer	55,288.29	
Expendable Supplies	<u>654,569.36</u>	\$ 947,554.18

II. Federal Funds:

Balance Federal Appropriations	45,597.45	
National Defense Student Loan Fund*	<u>26,935.55</u>	72,533.00

III. Endowment Funds:

Income on Investments - Balances (Schedule A-2)	17,122.21	
Principal of Fund (Schedule A-3)	433,431.07	
Reserve for Profits and Losses on Pool Investments	<u>22,138.04</u>	472,691.32

IV. Student Loan Funds:

Balance (Schedule A-4)		33,931.08
------------------------	--	-----------

V. Trust Funds:

Balance in Funds:		
Scholarship Funds	19,517.97	
Campus Activities	274,059.79	
Research Funds	99,839.57	
Federal Grants	<u>207,161.38</u>	600,578.71

VI. Agency Funds:

Balance in Funds:		
Student Deposit Accounts	20,052.00	
Student and Other Miscellaneous Funds	<u>11,474.39</u>	31,526.39

VII. Plant Funds:

Net investment in Plant		<u>28,633,375.68</u>
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Total Liabilities, Reserves and Fund Balances		<u><u>\$30,792,190.36</u></u>
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*The National Defense Education Act of 1958 provides that ultimately the balance of the fund is to be distributed in the same ratio as the total amount of Federal contributions bears to the sum of such Federal contributions and the contributions of the University of Massachusetts. As of June 30, 1959 the Federal Government's contributions were 9/10 and the University's contribution 1/10 of the fund.

SCHEDULE B

SUMMARY OF RECEIPTS AND BALANCES

I. State Appropriations			
General Maintenance (Schedule B-1)		\$8,363,902.00	
Other Maintenance:			
Current Year Appropriation (Schedule B-1)	\$ 57,500.00		
Funds Reappropriated	<u>40,326.71</u>		
		97,826.71	
Less: Balances reverted to State Treasurer	17,975.33		
Less: Receipts paid to State Treasurer	<u>2,601,654.64</u>		
		2,619,629.97	
			\$5,842,098.74
Capital Outlay			
Balance, July 1, 1958	310,800.00		
Current Year Appropriation (Schedule B-3)	22,000.00		
Funds Reappropriated	<u>3,043.00</u>		
			335,843.00
Special Appropriations			
Balance, July 1, 1958	2,130.20		
Current Year Appropriation (Schedule B-2)	125,000.00		
Funds Reappropriated	<u>8,634.30</u>		
	135,764.50		
Less: Balances reverted to State Treasurer	<u>263.43</u>		
			<u>135,501.07</u>
Net Total - State Appropriations			\$6,313,442.81
II. Federal Appropriations (Schedule B-5)			
Balance, July 1, 1958		84,729.46	
Current Year Receipts		<u>977,168.49</u>	
Total			<u>1,061,897.95</u>
Net Total - State and Federal Appropriations			\$7,375,340.76
III. Endowment Fund Income (Schedule A-2)			
Balance, July 1, 1958		16,006.67	
University Endowment Fund Income		19,336.71	
State Endowment Fund Income		<u>4,234.31</u>	
Total			39,577.69
IV. Revolving Student Loan Funds (Schedule B-4)			
Balance, July 1, 1958		25,204.15	
Interest Income		1,151.87	
Addition to Fund		<u>34,510.61</u>	
Total			60,866.63
V. Revolving Trust Funds (Schedule B-6)			
Balance, July 1, 1958		248,276.06	
Current Year Receipts		<u>1,573,129.22</u>	
Total			1,821,405.28
VI. Agency Funds (Schedule B-7)			
Balance, July 1, 1958		32,438.68	
Current Year Receipts		<u>590,722.18</u>	
Total			623,160.86
VII. Special Gifts (Schedule B-8)			
Balance, July 1, 1958		143,974.35	
Scholarships - Current Year Receipts		31,250.04	
Research Grants - Current Year Receipts		<u>506,819.37</u>	
Total			682,043.76
Net - Total Receipts and Balances			<u>\$10,602,394.51</u>

SCHEDULE B (Continued)

SUMMARY OF EXPENDITURES AND BALANCES

		<u>State</u> <u>Appropriations</u>	<u>Federal</u> <u>Appropriations</u>	<u>Other</u> <u>Funds</u>	<u>Total</u>
I & II. State and Federal Appropriations					
A. Administration		\$351,378.23			
B. Resident Instruction	\$4,073,181.68				
Less: Receipts paid to State Treasurer	<u>678,971.40</u>	3,394,210.28	\$116,755.24		
C. Experiment Station	624,511.15				
Less: Receipts paid to State Treasurer	<u>5,523.47</u>	618,987.68	424,108.76		
D. Control Services	381,829.49				
Less: Receipts paid to State Treasurer	<u>117,507.48</u>	264,322.01			
E. Extension Services	398,741.35				
Less: Receipts paid to State Treasurer	<u>719.18</u>	398,022.17	475,436.50		
F. Boarding Halls	691,163.02				
Less: Receipts paid to State Treasurer	<u>880,259.89</u>	-189,096.87			
G. Operation of Plant	1,825,149.43				
Less: Receipts paid to State Treasurer	<u>852,830.12</u>	972,319.31			
H. Other Maintenance	63,867.76				
Less: Receipts paid to State Treasurer	<u>65,843.10</u>	-1,975.34			
I. Capital Outlay Construction & Equipment (Schedule B-9)		161,072.21			
J. Special Appropriations (Schedule B-9)		106,506.60			
Net Totals - State and Federal Appropriation Expenditures		\$6,075,746.28	\$1,016,300.50		\$7,092,046.78
Balances State and Federal Appropriations, June 30, 1959		237,696.53	45,597.45		283,293.98
Totals		\$6,313,442.81	\$1,061,897.95		\$7,375,340.76
III. Endowment Income: (Schedule A-2)				\$ 22,455.48	
Balance, June 30, 1959				<u>17,122.21</u>	
Total					39,577.69
IV. Revolving Student Loan Funds (Schedule A-4)					60,866.63
Balance, June 30, 1959					
V. Revolving Trust Funds (Schedule B-6)				1,547,345.49	
Balance, June 30, 1959				<u>274,059.79</u>	
Total					1,821,405.28
VI. Agency Funds (Schedule B-7)				591,634.47	
Balance, June 30, 1959				<u>31,526.39</u>	
Total					623,160.86
VII. Special Gifts (Schedule B-8)				21,649.19	
Scholarships				333,875.65	
Research Grants				<u>326,518.92</u>	
Balance, June 30, 1959					
Total					682,043.76
Net - Total Expenditures and Balances					<u>\$10,602,394.98</u>

Schedule A-1

Endowment Funds - Principal
Statement of Pool Investments
as of June 30, 1959

<u>Description</u>	<u>Date of Acquisition</u>	<u>Cost or Book Value</u>
<u>Government Bonds</u>		
23,500 U. S. Savings Bonds, Series K, 2.76% due 6/16/64	6/30/52	\$23,500.00
18,000 U. S. Treasury Bonds, 3 $\frac{1}{4}$'s due June 15, 1983/78	6/4/53	17,703.31
		<hr/>
Total - Government Bonds		\$41,203.31

		<u>Date of Acquisition</u>	<u>Principal</u>	<u>Present Value</u>
<u>Mortgages</u>				
Massachusetts Beta House Corp.	4%	12/20/46	\$ 8,500.00	\$ 4,320.00
Gamma Delta Chapter of Kappa Sigma	4%	10/14/46	24,000.00	11,222.76
Massachusetts Kappa Corp. of Sigma Alpha Epsilon	4%	11/1/51	20,000.00	12,500.00
Phi Lambda Tau, Inc., The Tau Pi Chapter of Tau Epsilon Phi	4%	1/6/47	7,500.00	305.05
Theta Corporation of Theta Chi	4%	10/9/54	40,000.00	31,000.00
			<hr/>	<hr/>
Total - Mortgages			\$100,000.00	\$59,347.81
			<hr/> <hr/>	<hr/> <hr/>

Schedule A-1 (Continued)

Endowment Funds - Principal
Statement of Pool Investments
as of June 30, 1959

<u>Description</u>	<u>Date of Acquisition</u>	<u>Cost or Book Value</u>	<u>Market Value</u>
<u>Railroad Bonds</u>			
3,000 Pennsylvania R. R. Co., General Series A, 4½'s due 6/1/65	10/20/39	\$ 3,000.00	\$ 2,835.00
3,000 Southern Pacific (Oregon Lines) First, 4½'s due 3/1/77	7/9/51	2,977.50	2,733.75
		<hr/>	<hr/>
	Total - Railroad Bonds	\$ 5,977.50	\$ 5,568.75
<hr/>			
<u>Utility Bonds</u>			
10,000 American Telephone & Telegraph Co. debenture 5's due 11/1/83	11/26/57	\$ 10,413.20	\$ 10,487.50
10,000 Commonwealth Edison Co. 4 5/8's due 1/1/2009	2/20/59	10,208.25	10,003.13
10,000 Consolidated Edison Co. of New York, Inc. First & Ref. Mort. 5's, Series N, due 10/1/87	11/22/57	10,536.66	10,412.50
10,000 The Dayton Power & Light Co. First Mortgage 5's due 11/1/87	11/26/57	10,391.68	10,350.00
10,000 Florida Power & Light Co. 4 3/8's due 12/1/86	2/6/59	9,875.00	9,550.00
10,000 Gulf States Utilities Co., First Mortgage 4 7/8's due 10/1/87	11/29/57	10,256.68	10,400.00
10,000 Niagara Mohawk Power Corp. General Mortgage 4 7/8's due 9/1/87	11/26/57	10,420.00	10,112.50
10,000 Philadelphia Electric Co., First & Ref. Mortgage 4 5/8's due 9/1/87	11/26/57	10,210.48	10,050.00
10,000 Public Service Electric & Gas Co. First & Ref. 4 5/8's due 8/1/88	10/6/58	10,362.50	9,875.00
5,000 Southern California Edison Co. First & Ref. 3's due 9/1/65	11/14/51 12/5/54	\$3,000.00 2,000.00	5,036.69
10,000 Southwestern Bell Telephone Co. debenture 4 3/4's due 10/1/92	10/17/58 12/18/58	5,000.00 5,000.00	10,558.09
5,000 Southern National Gas Co. First Mortgage Pipe Line Sinking Fund 4 3/4's due 1/1/79	4/24/59	5,212.50	5,000.00
		<hr/>	<hr/>
	Total - Utility Bonds	\$113,481.73	\$110,828.13
<hr/>			

Schedule A-1 (Continued)
 Endowment Funds - Principal
 Statement of Pool Investments
 as of June 30, 1959

No. of Shares	Description		Date of Acquisition	Cost or Book Value	Market Value
<u>Preferred Stock</u>					
200	American Sugar Refining Co., Cum.	7%	7/19/51	\$ 6,450.00	\$ 6,000.00
80	Duquesne Light Co.	4%	1/23/53	3,840.00	3,600.00
Total - Preferred Stock				<u>\$ 10,290.00</u>	<u>\$ 9,600.00</u>
<u>Common Stock</u>					
100	American Surety Co. of N. Y.	25	7/19/51		
		<u>75</u>	6/7/56	\$ 1,300.00	\$ 2,450.00
600	American Tel. & Tel. Co.	<u>45</u>	7/9/51		
		15	7/30/52		
		6	12/16/53		
		17	11/5/55		
		8	11/6/56		
		100	4/29/58		
		9	6/30/58		
		<u>400</u>	6/30/59	32,500.27	47,925.00
200	Baltimore Gas & Electric Co.		5/2/57	7,014.76	9,100.00
100	Consolidated Edison Co. of N. Y.		5/6/58	5,440.40	6,200.00
155	Commonwealth Edison Co.	52	7/19/51		
		100	4/29/58		
		<u>3</u>	10/15/58	6,092.12	9,009.38
147	E. I. duPont de Nemours & Co.	100	7/19/51		
		<u>47</u>	2/3/59	19,306.75	36,603.00
80	Reliance Insurance Company	<u>36</u>	7/19/51		
		36	2/26/54		
		<u>8</u>	11/6/56	2,991.07	4,020.00
20	Dow Chemical Co.		10/7/57	1,140.49	1,785.00
190	Hartford Electric Light Co.	173	1/8/54		
		<u>17</u>	11/5/58	10,516.68	12,492.50
200	Niagara Mohawk Power Corp.		5/12/57	6,135.38	7,350.00
100	Pacific Gas & Electric Co.		4/29/58	5,715.68	5,950.00
500	Paramount Pictures Corp.		3/6/57	13,875.00	23,937.50
200	Southern New England Tel. Co.		11/26/57	6,695.00	8,700.00
200	The Southern Company		5/2/57	4,577.62	7,400.00
100	Standard Oil Co. of Indiana	50	7/19/51		
		<u>50</u>	12/6/54	3,518.75	4,687.50
284	Standard Oil Co. of New Jersey	<u>90</u>	7/19/51		
		1	11/6/53		
		182	5/6/56		
		1	12/26/56		
		<u>10</u>	5/6/58	6,407.63	14,768.00
200	Tri-Continental Corp.		3/6/57	5,300.00	8,225.00
75	United Fruit Co.		7/19/51	5,100.00	2,521.88
740	Virginia Electric & Power Co.	337	1/8/54		
		33	12/6/54		
		<u>370</u>	5/8/57	10,541.02	25,345.00
Total - Common Stock				<u>\$154,168.62</u>	<u>\$238,469.76</u>
<u>Land</u>					
Murray D. Lincoln			3/11/58	\$ 41,765.00	
			12/31/58	<u>16,795.80</u>	
				<u>\$ 58,560.80</u>	

Statement of Investment not in Pooled Fund

750	David Buttrick, Cum., Preferred	7%	3/8/54	\$ 7,500.00	
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Schedule A-1 (Continued)

Endowment Funds - Principal
as of June 30, 1959

Summary of Pool Investments

	<u>Cost or Book Value</u>	<u>% of Total</u>
Invested in:		
<u>Bonds</u>		
Government	\$ 41,203.31	9.2
Railroad	5,977.50	1.3
Utility	113,481.73	25.4
	<hr/>	<hr/>
	\$160,662.54	35.9
<u>Mortgages</u>	59,347.81	13.2
<u>Stocks</u>		
<u>Preferred</u>		
Industrial	6,450.00	1.4
Utility	3,840.00	.9
	<hr/>	<hr/>
	10,290.00	2.3
<u>Common</u>		
Financial	4,291.07	1.0
Industrial	49,348.62	11.0
Investment Trust	5,300.00	1.1
Utility	95,228.93	21.3
	<hr/>	<hr/>
	154,168.62	34.4
Total - Pool Securities	\$384,468.97	85.8
<u>Cash</u>		
Amherst Savings Bank @ 3 $\frac{1}{4}$ %	3,981.79	.9
First National Bank - Uninvested Cash	1,057.55	.2
	<hr/>	<hr/>
Total - Cash	\$ 5,039.34	1.1
<u>Land</u>		
Murray D. Lincoln	58,560.80	13.1
	<hr/>	<hr/>
Total - Pool Investments	\$448,069.11	100.0
Summary of Investments not in Pool		
Preferred Stock	\$ 7,500.00	
	<hr/>	
Total - Endowment Fund	\$455,569.11	
	<hr/> <hr/>	

Endowment Fund Income
Statement of Receipts, Disbursements and Balances

Name and Purposes of Fund	Balance July 1, 1958	Receipts from Investments	Disbursements	Balance June 30, 19
Income Designated for General Purposes				
Student Aid, Scholarships, Loans:				
Alpha Sigma Phi Scholarship	\$ 200.78	\$ 363.90	\$ 337.50	\$ 227.18
Alvord Dairy	116.94	215.10	180.00	152.04
Ascension Farm School	3,133.00	6,149.10	6,400.00	2,882.10
Danforth Keyes Bangs	174.65	300.43	190.00	285.08
Buttrick Scholarship	353.07	653.14	985.76	20.45
Lucius Clapp	174.36	447.97	276.00	346.33
Class 1882 Scholarship	18.20	69.19	59.60	27.79
Frederick G. Crane	705.43	1,307.87	1,150.00	863.30
Stephen Davis Scholarship	462.22	982.76	625.00	819.98
George L. Farley	800.54	256.26	200.00	856.80
Gassett Scholarship	47.09	74.93	50.00	72.02
Charles A. Gleason	126.99	191.26	150.00	168.25
Walter H. Harrison	--	606.63	606.63	--
Clarence C. Hardy	16.49	6.14	--	22.63
Helen E. Knowlton	674.49	768.80	650.00	793.29
Porter L. Newton Educational	644.10	1,240.54	1,625.00	259.64
J. Clark Osterhout	4.40	20.35	--	24.75
Betsey C. Pinkerton	219.10	230.64	275.00	174.74
Charles S. Plumb	611.70	169.16	84.58	696.28
Frank H. Plumb	400.50	688.18	675.00	413.68
V. A. Rice Scholarship	98.95	135.52	125.00	109.47
Mary Robinson	--	144.68	141.37	3.31
Whiting Street	68.24	103.61	85.00	86.85
Helen A. Whittier	124.07	171.09	150.00	145.16
	9,175.31	15,297.25	15,021.44	9,451.12
Prizes:				
Grinnell Prize	61.79	6.45	--	68.24
Elizabeth L. McNamara	--	51.26	51.26	--
Allan Leon Pond	11.60	38.16	32.30	17.46
Betty Steinbugler	39.13	10.26	--	49.39
	112.52	106.13	83.56	135.09
Books:				
Oscar G. Anderson Memorial	175.95	52.03	--	227.98
John C. Cutter	234.35	56.30	--	290.65
Library	377.71	562.66	657.48	282.89
Robert F. Pomeroy Library	316.48	78.72	--	395.20
	1,104.49	749.71	657.48	1,196.72
Miscellaneous Purposes:				
George H. Barber	879.50	260.05	879.50	260.05
Charles A. Peters	12.65	59.30	--	71.95
Hills	958.50	795.65	757.35	996.80
Guy Chester Crampton	809.87	130.14	104.91	835.10
J. D. W. French	1,357.88	550.64	707.20	1,201.32
William Proctor	440.44	102.50	--	542.94
	4,458.84	1,898.28	2,448.96	3,908.16
General Purposes (Unrestricted):				
Burnham Emergency	32.09	396.81	396.16	32.74
Frederick H. Read	25.02	87.10	50.00	62.12
William R. Sessions	44.59	245.03	265.73	23.89
William Wheeler	113.96	556.40	614.90	55.46
	215.66	1,285.34	1,326.79	174.21
State Endowment Fund	939.85	4,234.31	2,917.25	2,256.91
Total	\$16,006.67	\$23,571.02	\$22,455.48	\$17,122.21

Schedule A-3

Statement of Endowment Fund Principal

<u>Name of Fund</u>	<u>Balance July 1, 1958</u>	<u>Additions</u>	<u>Balance June 30, 1959</u>
Alpha Sigma Phi Scholarship	\$ 7,100.00		\$ 7,100.00
Alvord Dairy	4,197.15		4,197.15
Oscar G. Anderson Memorial	1,015.00		1,015.00
Ascension Farm School	119,975.79		119,975.79
Danforth Keyes Bangs	5,861.58		5,861.58
George H. Barber	5,073.86		5,073.86
Burnham Emergency	7,742.23		7,742.23
Buttrick Scholarship	10,000.00		10,000.00
Lucius Clapp	8,740.42		8,740.42
Class 1882 Scholarship	1,358.86	34.60	1,393.46
Guy Chester Crampton Research	2,539.03		2,539.03
Frederick G. Crane	25,518.08		25,518.08
John C. Cutter	1,098.41		1,098.41
Stephen Davis Scholarship	19,175.00		19,175.00
George L. Farley	5,000.00		5,000.00
J. D. W. French	10,743.41		10,743.41
Gassett Scholarship	1,462.20		1,462.20
Charles A. Gleason	3,731.73		3,731.73
Grinnell Prize	125.94		125.94
Clarence C. Hardy	119.65		119.65
Walter H. Harrison	11,836.14		11,836.14
Hills	15,523.89		15,523.89
Helen E. Knowlton	15,000.00		15,000.00
Library	10,978.10		10,978.10
Elizabeth L. McNamara	1,000.00		1,000.00
Porter L. Newton Educational	24,204.46		24,204.46
J. Clark Osterhout	396.95		396.95
Charles A. Peters	1,162.77		1,162.77
Betsey C. Pinkerton	4,500.00		4,500.00
Charles S. Plumb	3,322.08	84.58	3,406.66
Frank H. Plumb	13,427.17		13,427.17
Robert F. Pomeroy Library	1,535.95		1,535.95
Allan Leon Pond	744.78		744.78
William Proctor	2,000.00		2,000.00
Frederick H. Read	1,699.55		1,699.55
V. A. Rice Scholarship	2,644.11		2,644.11
Mary Robinson	2,858.63	141.37	3,000.00
William R. Sessions	4,780.97		4,780.97
Betty Steinbugler	200.00		200.00
William Wheeler	10,855.91		10,855.91
Whiting Street Scholarship	2,021.70		2,021.70
Helen A. Whittier	3,338.22		3,338.22
Endowment from State	--		--
(Principal of \$142,000.00 held by State Treasurer)			
Murray D. Lincoln - Land	41,765.00	16,795.80	58,560.80
Total	\$416,374.72	\$17,056.35	\$433,431.07

Schedule A-4

Statement of Student Loan Funds

<u>Fund</u>	<u>Balance in Fund June 30, 1959</u>	<u>Loans Outstanding July 1, 1958</u>	<u>Loans Made</u>	<u>Loans Repaid</u>	<u>Loans Outstanding June 30, 1959</u>
D. K. Bangs	\$ 6,222.56	\$ 3,905.00	\$ 9,605.20	\$10,745.20	\$ 2,765.00
Class 1905 Student Loan Fund	3,224.60	704.00	1,200.00	1,334.00	570.00
Vincent Goldthwait	16,997.60	3,815.00	14,121.25	9,985.05	7,951.20
Walter H. Harrison	1,603.57	355.00	1,485.00	980.00	860.00
Murray D. Lincoln	2,655.68	2,369.00	6,793.50	7,277.50	1,885.00
M. A. C. Club	598.05	595.00	500.00	615.00	480.00
Elizabeth L. McNamara	117.73	--	235.00	235.00	--
Sievers Memorial Fund	1,511.29	250.00	350.00	300.00	300.00
Sub-Total	\$32,931.08	\$11,993.00	\$34,289.95	\$31,471.75	\$14,811.20
New England Society of New York	1,000.00	210.00	4,117.00	4,016.00	311.00
Total	\$33,931.08	\$12,203.00	\$38,406.95	\$35,487.75	\$15,122.20
Lotta Crabtree Fund*		\$ 2,140.00	\$ 6,732.00	\$ 6,088.00	\$ 2,784.00

*This fund is administered by the Trustees of Estate of Lotta M. Crabtree and loans are handled through the University.

National Defense Student Loan Fund	\$26,935.55	--	\$ 3,850.00	--	\$ 3,850.00
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\$41,021.95 was loaned to 291 students during the year from University and Crabtree Funds. 442 students received loans totaling \$4,117.00 from the New England Society of New York Fund. This fund was given for small emergency loans to be handled by the Dean of Men. 9 loans were made from the National Defense Student Loan Fund.

Schedule B-1

State Appropriations

Comparative Statement by Subsidiary Accounts

<u>Code</u>	<u>1957</u>	<u>1958</u>	<u>1959</u>
<u>General Maintenance - 1350-01</u>			
01 Salaries, Permanent Positions	\$4,420,140.00	\$5,073,335.00	\$5,263,700.00
02 Salaries, Other	616,692.00	426,600.00	696,702.00
03 Salaries, Non-Employees	282,470.00	318,000.00	359,000.00
04 Food For Persons	326,550.00	354,200.00	400,000.00
05 Clothing	550.00	1,000.00	850.00
06 Housekeeping Supplies & Expenses	45,000.00	45,000.00	45,500.00
07 Laboratory, Medical & General Care	3,500.00	4,500.00	5,000.00
08 Heat and Other Plant Operations	282,000.00	325,000.00	393,000.00
09 Farm and Grounds	71,500.00	77,000.00	75,000.00
10 Travel and Automotive Expenses	71,800.00	65,000.00	75,000.00
11 Advertising and Printing	40,450.00	29,000.00	33,300.00
12 Repairs, Alterations & Additions	197,800.00	169,365.00	168,787.00
13 Special Supplies & Expenses	110,984.00	173,950.00	150,000.00
14 Office and Administrative Exp.	94,300.00	112,000.00	135,500.00
15 Equipment	61,391.00	66,686.00	5,000.00
16 Rentals	440,285.00	443,085.00	556,350.00
18 Special Outlay	1,546.00	635.00	1,213.00
Sub--Totals	\$7,066,958.00	7,684,356.00	8,363,902.00
 <u>Other Maintenance:</u>			
3304-44 Inland Fish and Game	7,450.00	7,500.00	7,500.00
1350-21 Research with Federal Grants	50,000.00	50,000.00	50,000.00
1350-24-12 Improvements to Walks and Parking Areas	--	25,000.00	--
Special Appropriations	125,000.00	100,000.00	125,000.00
Capital Outlay Approp- riations	--	312,000.00	22,000.00
TOTALS	\$7,249,408.00	\$8,178,856.00	\$8,568,402.00

*Authorized under Chapter 434 of the Acts of 1958 \$8,278,902.00
 " " " 171 of the Acts of 1959 85,000.00

**Authorized under Chapter 434 of the Acts of 1958 \$57,500.00

Schedule B-2

Special Appropriations

1350-96-13	For Certain Scholarships	\$ 25,000	Chapter 434 of the Acts of 1958
8259-52	Purchase and Installation of Certain Equipment	100,000	Chapter 650 of the Acts of 1958
Total		<hr/> \$125,000	

Schedule B-3

Capital Outlay Appropriations

<u>Item</u>	<u>Project</u>	<u>Amount of Appropriation</u>	
8259-58	Acquisition of Certain Land and Buildings	\$ 14,000	Chapter 650 of the Acts of 1958
8258-37	Improvements of Land for Physical Education Playing Field	8,000	Transferred from 8359-05 - Reserve for Contingencies
Total		<hr/> \$ 22,000	

Capital Outlay Appropriations*

8260-26	Men's Physical Education Plans	\$ 138,000	
8259-47	Addition to Utilities	450,000	
8259-49	Addition to Dining Commons	575,000	
8259-45	Science Center - 3rd Section	407,000	
Total		<hr/> \$1,570,000	Chapter 604 of the Acts of 1959

*Capital Outlay Appropriations are under the supervision and control of the State Division of Building Construction.

Comparative Statement of Funds forwarded to State Treasurer
on account of Income from Fees, Sales, and Services

	<u>1957</u>	<u>1958</u>	<u>1959</u>
<u>Instruction:</u>			
Hospital	\$ 430.50	\$ 802.50	\$ 468.50
Tuition	441,905.21	463,631.62	516,664.35
Tuition - Summer School	23,153.00	33,548.25	50,233.25
Sales, Productive Enterprises	30,135.75	48,151.41	72,687.48
Other Student Receipts	2,299.39	12,288.15	17,626.68
Other Sales	6,033.33	4,157.22	7,602.62
Meals Employees	513.00	507.00	429.90
Reimbursement for Services - Federal Government	12,938.30	12,840.34	10,052.22
	<u>517,408.48</u>	<u>575,926.49</u>	<u>675,765.00</u>
<u>Extension Services:</u>			
Miscellaneous	600.60	745.40	719.18
<u>Experiment Station:</u>			
Sales	6,157.88	4,740.55	5,476.02
Sales, Waltham Field Station	70.87	57.50	47.45
	<u>6,228.75</u>	<u>4,798.05</u>	<u>5,523.47</u>
<u>Control Services:</u>			
Fertilizer Law	15,512.94	14,640.83	15,545.29
Poultry Disease Law	51,197.35	52,931.34	44,303.93
Dairy Glassware	960.53	1,180.00	975.93
Commercial Feedstuffs	37,792.90	40,220.00	39,720.00
Seed Law	1,352.43	1,273.70	859.15
Dairy Cattle Certification	18,898.05	18,031.24	16,059.18
Diagnostic Laboratory	422.50	--	44.00
	<u>126,136.70</u>	<u>128,277.11</u>	<u>117,507.48</u>

Schedule B-4 (Continued)

Comparative Statement of Funds forwarded to State Treasurer
on account of Income from Fees, Sales, and Services

	<u>1957</u>	<u>1958</u>	<u>1959</u>
<u>Operation of Plant:</u>			
Students' Room Rent	\$505,609.57	\$539,506.25	\$673,617.62
Transient Rent	7,039.75	12,666.37	13,151.19
Employees' Rent	69,206.59	76,940.71	82,611.60
Other Rents	82,941.66	81,980.08	82,177.87
Miscellaneous	<u>1,292.51</u>	<u>1,522.76</u>	<u>1,271.84</u>
	\$ 666,090.08	\$ 712,616.17	\$ 852,830.12
<u>Miscellaneous:</u>			
Miscellaneous	8,745.59	5,928.56	3,206.40
Research for Federal Government	56,849.98	26,497.52	65,843.10
Inland Fish and Game	16.52	--	---
	<u>65,612.09</u>	<u>32,426.08</u>	<u>69,049.50</u>
<u>Boarding Halls:</u>			
Student Board	592,911.27	691,913.82	855,605.67
Cafeteria	25,210.03	23,849.35	21,034.09
Snack Bar	37,448.45	--	---
Miscellaneous Sales	119.55	168.63	2,315.13
Meals, Employees	<u>520.20</u>	<u>726.00</u>	<u>1,305.00</u>
	656,209.50	716,657.80	880,259.89
Totals	\$2,038,286.20	\$2,171,447.10	\$2,601,654.64

Schedule B-5
Federal Funds
Statement of Receipts, Disbursements and Balances

	<u>Balance</u> <u>July 1, 1958</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Balance</u> <u>June 30, 1959</u>
<u>Instruction:</u>				
Bankhead Jones	\$ ---	\$ 66,788.72	\$ 66,788.72	\$ ---
Land Grant	5,669.58	7,300.00	12,815.18	154.40
Morrill-Nelson	---	33,333.33	33,333.33	---
Smith-Hughes (Dept. of Education)	-81.92	3,723.93	3,818.01	-176.00
Totals	5,587.66	111,145.98	116,755.24	-21.60
<u>Experiment Station:</u>				
Hatch Act Amended	2,462.23	322,760.00	318,111.67	7,110.56
Regional Research	2,514.33	105,710.00	105,997.09	2,227.24
Totals	4,976.56	428,470.00	424,108.76	9,337.80
<u>Extension Service:</u>				
Federal Smith Lever as Amended 1953	7,215.48	378,640.49	373,770.92	12,085.05
Research and Marketing	10,303.71	35,645.82	41,809.89	4,139.64
Sub-Totals	17,519.19	414,286.31	415,580.81	16,224.69
Contract # 12-04-300-11	24,731.01	16,218.20	35,719.78	5,229.43
Contract #12-05-300-12	15,915.04	7,048.00	12,808.19	10,154.85
Contract #12-05-300-27	16,000.00	--	11,327.72	4,672.28
Total	74,165.24	437,552.51	475,436.50	36,281.25
GRAND TOTALS	\$84,729.46	\$977,168.49	\$1,016,300.50	\$45,597.45

Trust Funds

Statement of Receipts, Disbursements and Balances

<u>Campus Activities</u>	Balance July 1, 1958	Receipts	Disbursements	Balance June 30, 1958
Arts and Science Equipment	\$ 129.40	\$ --	\$ --	\$ 129.40
Athletic Activities	30,194.55	78,724.02	97,087.95	11,830.62
Athletic Reserve	994.04	48.39	--	1,042.43
Barber Trust Fund	27,075.98	76,747.65	58,874.22	44,949.41
Carnegie Language	1,942.64	11,300.00	10,230.98	3,011.66
Class 1930 Library	50.00	--	--	50.00
Class 1957 Book Fund	2,902.77	.29	32.55	2,870.51
College of Agriculture Equip.	175.00	105.00	--	280.00
College of Arts & Science Service Fund	--	426.01	298.93	127.08
Citizenship Fund	--	400.00	384.67	15.33
Commutation ROTC Uniforms	--	10,959.40	10,959.40	--
Division of Employment Security Fund	--	5,000.00	--	5,000.00
Foreign Student Advisor Fund	--	300.00	67.52	232.48
General Electric - Pittsfield	521.72	34,650.00	34,408.02	763.70
George Alderman Museum Fund	--	20.00	--	20.00
Green Pasture Fund	--	1,000.00	1,000.00	--
Home Management	--	1,769.00	1,769.00	--
Hokkaido Student Center	1.00	--	--	1.00
I.C.A. Contract W-374	19,481.75	91,026.78	86,934.95	23,573.58
I.C.A. W-374 Overhead	910.17	2,520.11	468.72	2,961.56
Library Fund	100.00	-.29	99.71	--
Military Uniforms	19,426.57	13,439.72	7,150.32	25,715.97
Mass. Food Service Educational Council Fund	3,755.00	--	--	3,755.00
New York Times	278.69	505.39	557.83	226.25
N.I. H. RC-205	4,375.00	--	4,375.00	--
Old Chapel Fund	--	2,500.00	--	2,500.00
Provost's Fund	129.35	375.00	499.52	4.83
Regional Science Fair	--	525.00	525.00	--
Romance Language Fund	--	122.50	--	122.50
School of Business Administration Service	--	489.25	408.89	80.36
School of Engineering Equipment	311.96	265.21	377.44	199.73
School of Engineering Service	50.00	--	--	50.00
Student Identification Card Fee	652.57	5,661.00	4,939.85	1,373.72
Student Union - General Fund	7,684.18	272,694.34	266,383.79	13,994.73
Student Union - Food Service	40,543.05	317,558.86	311,897.10	46,204.81
Student Union - RSO	57,388.00	205,898.47	205,570.07	57,716.40
Student Union - Reserve	8,531.40	--	--	8,531.40
Student Union - University Store	13,178.24	435,694.66	436,529.64	12,343.26
Summer Session Recreation	2,575.08	697.53	3,077.35	195.26
Trust Fund Interest	4,344.52	-3,454.07	--	890.45
University Fund	573.43	5,160.00	2,437.07	3,296.36
Totals	\$248,276.06	\$1,573,129.22	\$1,547,345.49	\$274,059.79

Schedule B-7

Agency Funds

Statement of Receipts, Disbursements and Balances

<u>Fund</u>	<u>Balance July 1, 1958</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Balance June 30, 1959</u>
Asia Foundation	\$ -50.00	\$ 500.00	\$ 209.71	\$ 240.29
Asia Understanding Program	228.62	--	--	228.62
Federal Tax - Personal Telephone Calls	17.33	65.99	83.32	--
Fishing Contest	51.04	.69	36.75	14.98
4-H Activities	2,652.96	16,969.12	17,296.95	2,325.13
Mass. Educational Film Fund	--	2,799.52	1,594.65	1,204.87
Rodent Control	12,149.91	32,458.22	39,985.30	4,622.83
Special Military Fund	32.37	17.00	33.12	16.25
Student Health & Accident Insurance	111.50	64,493.45	64,489.25	115.70
U. S. Savings Bonds	2,529.12	54,231.39	54,054.79	2,705.72
Student Deposit Account	14,715.83	419,186.80	413,850.63	20,052.00
<hr/>				
Grand Totals	\$32,438.68	\$590,722.18	\$591,634.47	\$31,526.39
<hr/> <hr/>				

Special Gifts

Statement of Receipts, Disbursements and Balances

	Balance July 1, 1958	Receipts	Disbursements	Balance June 30, 1958
<u>Scholarships</u>				
Borden Agricultural Fund	\$1,200.00	\$ ---	\$ 300.00	\$ 900.00
H. B. Canton	---	500.00	500.00	--
Charles M. Cox	---	300.00	300.00	--
W. E. Dickinson	---	500.00	500.00	--
Margaret Fitz Barnes	---	100.00	100.00	--
N. I. Bowditch Speaking Contest	302.50	--	50.00	252.50
Engineering Alumni	1,467.69	1,233.00	1,200.00	1,500.69
French Government	434.00	--	--	434.00
Goldthwait	---	100.00	100.00	--
Hood	---	1,200.00	1,200.00	--
I.B.M. Fellowship	---	1,600.00	1,600.00	--
I.C.A.	2,420.78	2,410.00	2,419.04	2,411.74
Harold Jones	500.00	--	500.00	--
McDonald Prize	26.60	--	6.60	20.00
Mathematics Prize	---	1,000.00	1,000.00	--
Kollmorgen	100.00	200.00	100.00	200.00
New York Farmers Scholarship	---	1,000.00	600.00	400.00
Elizabeth Pigeon	200.00	--	200.00	--
Point IV Fund	700.00	--	--	700.00
E. M. Statler	---	1,000.00	1,000.00	--
School of Engineering	1,000.00	--	1,000.00	--
Edna L. Skinner	15.00	107.59	50.00	72.59
Sears Roebuck	---	1,450.00	1,450.00	--
University Scholarship Fund	1,542.25	18,299.45	7,471.00	12,370.70
N.F.B.A. Foundation Scholarship	--	250.00	--	250.00
L. R. Wilson Award	8.30	--	2.55	5.75
Total - Scholarships	\$9,917.12	31,250.04	21,649.19	19,517.97
<u>Research Grants & Fellowships</u>				
American Potash	\$1,265.57	--	\$ 8.48	\$ 1,257.09
American Cyanamid	605.17	--	175.60	429.57
F. A. Bartlett Tree Company	4,632.25	--	2,405.81	2,226.44
Beneficial Insect Fund	209.74	--	18.07	191.67
Bureau of Government Research	3,164.70	1,088.29	3,823.39	429.60
Boston Market Garden Seed Impts.	445.12	500.00	629.55	315.57
Butter Fat	2,050.23	--	1,990.22	60.01
Chemical Spray	289.15	500.00	173.79	615.36
C.I.B.A.	2,277.60	2,525.00	2,152.99	2,649.61
Cocoa	.32	1,999.68	119.75	1,880.25
Charles M. Cox	400.34	1,704.00	1,964.37	139.97
De Kalb	--	1,500.00	615.57	884.43
Eaton	3,182.24	4,000.00	996.80	6,185.44
Engineering	892.09	--	--	892.09
Geigy	1.78	-1.78	--	--
Glass Container Assoc. of America	9,922.62	15,109.00	14,914.08	10,117.54
Hood Foundation	507.05	--	217.32	289.73
Japanese Urban Population	--	1,350.00	977.08	372.92
Lawn Improvement	780.00	--	618.78	161.22

Special Gifts

Statement of Receipts, Disbursements and Balances

	Balance July 1, 1958	Receipts	Disbursements	Balance June 30, 1958
<u>Research Grants & Fellowships</u>				
Lederle Company	\$ 6,233.83	\$ 2,515.00	\$ 1,983.87	\$ 6,764.96
Mattox-Moore	273.97	--	273.97	--
Milk Solids Fund	---	1,000.00	--	1,000.00
Monsanto Chemical Company	1,076.45	--	--	1,076.45
New York Farmers' Fund	1,541.36	--	159.37	1,381.99
National Pest Control	1,765.06	747.60	1,306.55	1,206.11
Norwich Pharmacal Company	2,137.38	-4.00	813.41	1,319.97
Phosphate Fund	954.70	1,000.00	188.82	1,765.88
Population Council - Driver	--	2,650.58	325.00	2,325.58
Porcupine Fund	1,138.95	--	738.41	400.54
Petroleum Fund	5,090.93	-410.00	4,368.41	312.52
Perlite Institute	259.56	--	148.30	111.26
Plax Fund	941.25	4,000.00	4,297.90	643.35
Pfizer Fund	--	2,000.00	--	2,000.00
Promotion	1.41	-1.41	--	--
Rain and Hail Insurance Company	1,914.53	750.00	1,310.05	1,354.48
Reeves Fund	487.03	--	252.90	234.13
Research Service - Science	288.79	-143.41	145.38	--
Research Service - Agriculture	3,858.84	320.91	246.11	3,933.64
Research Trust Funds	6,468.47	6,583.24	2,623.64	10,428.07
Research Corporation:				
Brown - Hazen Fund - Mandel	--	2,102.00	1,458.51	643.49
Cottrell Grant - Carpino	771.26	--	741.62	29.64
Cottrell Grant - Little	1,696.55	--	18.25	1,678.30
Cottrell Grant - McWhorter	1,764.34	--	53.07	1,711.27
Cottrell Grant - Ragle	813.72	--	810.43	3.29
Physics Department	--	7,500.00	542.89	6,957.11
Research Corp. - Stidham	--	3,403.00	--	3,403.00
Shawinigan - Chemical Engr.	281.00	--	78.95	202.05
Shawinigan - Chemistry	1,261.15	--	546.31	714.84
Sire Evaluation	703.19	1,000.00	1,398.35	304.84
Sigma Xi Grant - Little	258.10	--	258.10	--
Stauffer Fund	140.19	300.00	138.09	302.10
Teachers Research	4,833.04	24,166.86	18,224.80	10,775.10
Turf Grass Fund	478.00	150.00	477.95	150.05
Uramite	1,775.07	1,500.00	745.92	2,529.15
Union Carbide	227.14	3,500.00	226.68	3,500.46
Wildlife Management	313.44	999.31	1,235.31	77.44
Walker Research Fund	--	1,500.00	--	1,500.00
	\$80,374.67	97,403.87	77,938.97	99,839.57
<u>Federal Grants</u>				
U. S. Atomic Energy Commission AT (30-1) 1378 (51)	\$1,764.46	\$4,277.00	\$4,079.35	\$1,962.11
U. S. Atomic Energy Commission Grant No. 47	1,312.50	--	1,312.50	--

Schedule B-8 (Continued)

Special Gifts

Statement of Receipts, Disbursements and Balances

	Balance July 1, 1958	Receipts	Disbursements	Balance June 30, 1959
Federal Grants				
U. S. Atomic Energy Commission Grant No. 28	\$ --	\$ 1,679.00	\$ 1,679.00	\$ --
U. S. Atomic Energy Commission Equipment	--	38,567.00	24,322.63	14,244.37
U. S. Dept. of Agriculture #12-14-100-258	1,532.79	12,500.00	13,962.86	69.93
U. S. Information Agency #1A-4187G	1,000.00	--	--	1,000.00
U. S. Office of Education SAE-8306	--	11,000.00	1,883.16	9,116.84
Sub-Totals	\$5,609.75	68,023.00	47,239.50	26,393.25
National Institutes of Health				
M-1061C2	\$1,165.23	-15.71	1,149.52	--
M-1061C3	--	8,798.23	5,871.73	2,926.50
M-1293C1	2,225.92	--	2,225.92	--
M-1293C2	--	6,124.00	3,066.44	3,057.56
M-1932	1,332.98	-.66	1,332.32	--
M-2620	--	4,348.00	853.20	3,494.80
2M-6400C1	2,008.77	-62.96	1,945.81	--
2M-6400C2	--	13,889.00	10,143.38	3,745.62
2M-6244C2	70.43	-11.25	59.18	--
2M-6244C3	--	31,699.00	25,072.56	6,626.44
A-1266C	1,875.79	-68.32	1,807.47	--
A-1266C2	--	7,068.31	4,990.85	2,077.46
E-562C4	4,161.32	-170.81	3,990.51	--
E-562C5	--	9,690.81	3,517.77	6,173.04
E-742C2 & C2S	36.80	-36.80	--	--
E-742C3 & C3S1	617.86	9,371.81	9,325.78	663.89
E-742-C4	--	5,400.00	1,187.85	4,212.15
E-1027C1	1,677.14	-4.64	1,672.50	--
E-1173C	7,660.44	-1,044.42	6,616.02	--
E-1173C2	--	23,564.42	15,552.70	8,011.72
E-1442C2 & C2S1	2,670.54	751.94	3,422.48	--
E-1442C3	--	6,447.84	1,317.23	5,130.61
H-2296C3	472.62	-472.62	--	--
H-2296C4	2,618.66	3,945.95	4,488.21	2,076.40
H-2296-C5	--	7,000.00	852.00	6,148.00
RG-5921	--	7,900.00	2,884.58	5,015.42
RG-5848-R1	--	15,074.00	8,555.28	6,518.72
C-4052	--	6,185.00	4,047.90	2,137.10
E-2635A	--	1,977.00	1,928.65	48.35
RG-6377	--	7,396.00	363.99	7,032.01
Sub-Totals	\$28,594.50	174,743.12	128,241.83	75,095.79

Schedule B-8 Continued

Special Gifts

Statement of Receipts, Disbursements and Balances

	<u>Balance</u> <u>July 1, 1958</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Balance</u> <u>June 30, 1959</u>
National Science Foundation:				
G-2368	\$ 1,364.83	\$ 983.48	\$ 903.37	\$ 1,444.94
G-2614	81.00	--	81.00	--
G-3292	3,052.12	608.80	3,129.23	531.69
G-4021	4,929.23	1,913.00	2,462.71	4,379.52
G-4022	2,523.02	3,086.95	3,080.96	2,529.01
G-5188	1,412.61	--	1,412.61	--
G-5243	6,115.50	--	6,114.88	.62
G-5816	--	4,500.00	4,500.00	--
G-6264	--	5,355.00	2,586.31	2,768.69
G-6698	--	51,500.00	22,541.21	28,958.79
G-6726	--	54,000.00	25,628.39	28,371.61
G-7114	--	4,695.65	1,509.34	3,186.31
G-7889	--	16,475.00	23.80	16,451.20
G-7964	--	15,531.50	6,481.54	9,049.96
G-8710	--	8,000.00	--	8,000.00
Sub-Totals	19,478.31	166,649.38	80,455.35	105,672.34
Total - Federal Grants	53,682.56	409,415.50	255,936.68	207,161.38
Total - Industrial Grants	80,374.67	97,403.87	77,938.97	99,839.57
Total - Scholarships	9,917.12	31,250.04	21,649.19	19,517.97
TOTAL SPECIAL GIFTS	\$143,974.35	\$538,069.41	\$355,524.84	\$326,518.92

Schedule B-9

Capital Outlay Appropriations

Statement of Receipts and Expenditures

Name & Account Number	Total Approp.	Expenditures		Reverted to State Treasurer	Balance of Approp. June 30, 1959
		Previous Years	Current Year		
Improvements of Physical Education Facilities, #1350-23	\$ 75,000	\$71,948.83	\$ --	\$ 8.17*	\$ 3,043.00
Improvement of Land for Physical Educ. Playing Field, #8258-37	170,000	1,200.00	146,722.77	--	22,077.23
Certain Land with Buildings, #8258-34	150,000	--	349.44	--	149,650.56
Acquisition of Certain Land & Buildings, #8259-58	14,000	--	14,000.00	--	--
Totals	\$409,000	\$73,148.83	161,072.21	8.17	174,770.79

*\$8.17 reverted Previous Year.

Special Appropriations

Statement of Receipts and Expenditures

Name & Account Number	Total Approp.	Expenditures		Reverted to State Treasurer	Balance of Approp. June 30, 1959
		Previous Years	Current Year		
For Certain Scholarships, #1350-96-13	\$ 25,000	\$ --	\$ 25,000.00	\$ --	\$ --
Purchase and Installation of Certain Equipment, #8257-36	100,000	97,827.61	1,580.50	42.19*	549.70
Library Books, #1350-2613	25,000	24,999.80	--	.20	--
Equipment, #1350-22-15	50,000	41,365.90	8,370.87	263.23	--
Equipment, #8259-52	100,000	--	71,555.23	--	28,444.77
Totals	\$300,000	\$164,193.31	106,506.60	305.62	28,994.47

*Reverted Previous Year.

Schedule C

Analysis of General Maintenance Appropriation
by Subsidiary Accounts

Code No.	Subsidiary Accounts	Appropriation	Available for Expenditures	Total Exp. and Encumbrances	Bal. of Approp. June 30, 1959
01	Salaries, Perm. Positions	\$5,263,700.00	\$5,263,700.00	\$5,263,095.56	\$ 604.44
02	Salaries, Other	696,702.00	696,702.00	689,359.12	7,342.88
03	Services, Non-Employees	359,000.00	359,000.00	354,551.69	4,448.31
04	Food for Persons	400,000.00	400,000.00	396,932.05	3,067.95
05	Clothing	850.00	850.00	729.15	120.85
06	Housekeeping Supp. & Exp.	45,500.00	45,500.00	45,465.41	34.59
07	Lab., Med. & General Care	5,000.00	5,000.00	4,858.17	141.83
08	Heat & Other Plant Op.	393,000.00	393,000.00	392,978.18	21.82
09	Farm and Grounds	75,000.00	75,000.00	74,923.78	76.22
10	Travel & Auto Exp.	75,000.00	75,000.00	74,997.05	2.95
11	Advertising & Printing	33,300.00	33,300.00	33,277.93	22.07
12	Reprs., Alt. & Adds.	168,787.00	168,787.00	168,682.31	104.69
13	Special Supplies & Exp.	150,000.00	150,000.00	149,702.96	297.04
14	Office & Admin. Exp.	135,500.00	135,500.00	134,498.23	1,001.77
15	Equipment	5,000.00	5,000.00	4,505.78	494.22
16	Rentals	556,350.00	556,350.00	556,184.38	165.62
18	Special Outlay	1,213.00	1,213.00	1,212.60	.40
	Totals	\$8,363,902.00	\$8,363,902.00	\$8,345,954.35	\$17,947.65

Other Maintenance

3304-44	Inland Fish & Game	\$ 7,500.00	\$ 7,500.00	\$ 7,472.32	\$ 27.68*
1350-21	Research with Federal Grants	90,326.71	68,737.13	56,395.44	33,931.27**

*Balance of \$27.68 is to be reverted to the State Treasurer

**\$33,931.27 to be carried forward.

Schedule D

Summary of State General Maintenance
and Federal Appropriation Expenditures
by Budgetary Divisions

	<u>State</u>	<u>Federal</u>	<u>Total</u>	<u>% of Total</u>
Administration	\$ 351,378.23	\$	\$ 351,378.23	3.8
Instruction	4,073,181.68	116,755.24	4,189,936.92	44.8
Extension Service	398,741.35	475,436.50	874,177.85	9.3
Experiment Station	624,511.15	424,108.76	1,048,619.91	11.2
Control Services	381,829.49		381,829.49	4.1
Operation of Plant	1,825,149.43		1,825,149.43	19.5
Boarding Hall	691,163.02		691,163.02	7.3
Total	\$8,345,954.35	\$1,016,300.50	\$9,362,254.85	100.0

Schedule E

State General Maintenance Appropriation

Comparative Statement of Expenditures
by Budgetary Divisions

Division	1957		1958		1959	
	Amounts	% of Total	Amounts	% of Total	Amounts	% of Total
Administration	\$ 268,283.37	3.8	\$ 310,943.88	4.1	\$ 351,378.23	4.2
Instruction	3,272,603.18	46.7	3,715,405.57	48.4	4,073,181.68	48.8
Extension Service	371,253.85	5.3	402,854.11	5.2	398,741.35	4.8
Experiment Station	612,014.08	8.7	615,109.70	8.0	624,511.15	7.5
Control Services	354,219.40	5.0	380,958.18	5.0	381,829.49	4.6
Operation of Plant	1,547,878.78	22.1	1,629,924.03	21.2	1,825,149.43	21.9
Boarding Halls	588,235.59	8.4	619,569.97	8.1	691,163.02	8.2
Total	\$7,014,488.25	100.0	\$7,674,765.44	100.0	\$8,345,954.35	100.0

By Subsidiary Accounts

Code No.	1957	1958	1959
01 Salaries, Permanent	\$4,396,017.52	\$5,073,168.17	\$5,263,095.56
02 Salaries, Other	602,744.54	426,089.94	689,359.12
03 Services, Non-Employee	282,381.20	313,693.00	354,551.69
04 Food	318,961.25	353,041.19	396,932.05
05 Clothing	482.18	845.70	729.15
06 Housekeeping Supplies and Expenses	44,414.04	44,940.04	45,465.41
07 Laboratory, Medical and General Care	3,235.07	4,222.38	4,858.17
08 Heat and Other Plant Operations	281,937.88	324,960.03	392,978.18
09 Farm and Grounds	70,700.62	76,621.55	74,923.78
10 Travel and Automotive Expenses	71,644.25	65,000.00	74,997.05
11 Advertising and Printing	40,034.21	27,685.57	33,277.93
12 Repairs, Alterations and Additions	195,174.95	169,182.80	168,682.31
13 Special Supplies & Expenses	110,579.18	173,782.57	149,702.96
14 Office and Administrative Expenses	93,316.20	111,476.98	134,498.23
15 Equipment	61,091.10	66,373.61	4,505.78
16 Rentals	440,228.60	443,051.76	556,184.38
18 Special Outlay	1,545.46	630.15	1,212.60
Totals	\$7,014,488.25	\$7,674,765.44	\$8,345,954.35

Schedule F

State General Maintenance Appropriation
 Summary of Expenditures by Budgetary Divisions and Subsidiary Accounts

Code No.	Administration	Instruction	Extension	Exp. Station	Control	Operation of Plant	Boarding Halls	Totals
1 Salaries, Perm.	\$262,976.73	\$3,011,134.55	\$357,213.68	\$463,336.71	\$295,328.51	\$ 638,919.26	\$234,186.12	\$5,263,095.56
2 Salaries, Other	17,130.31	456,179.60	4,447.73	105,708.52	26,867.82	67,378.01	11,647.13	689,359.12
3 Serv., Non-Emp.	12,103.05	237,893.01	8,642.82	10,269.92	26,085.21	22,110.75	37,446.93	354,551.69
4 Food	20.00	5,843.33					391,068.72	396,932.05
5 Clothing		390.15		60.00		279.00		729.15
6 Housek. Supp.	16.25	10,255.20		331.30		20,148.95	14,713.71	45,465.41
7 Lab., Med.' & Gen.		4,858.17						4,858.17
8 Heat and Other		1,425.00				391,553.18		392,978.18
9 Farm and Grounds		59,030.64		13,635.20	336.24	1,921.70		74,923.78
10 Travel & Auto.	3,466.13	29,981.34	17,427.79	6,145.18	13,568.88	4,333.17	74.56	74,997.05
11 Advert. & Print.	17,828.75	8,496.27	3,792.10	1,674.79	1,224.26	129.95	131.81	33,277.93
12 Repr., Alt. & Add.	990.92	19,089.83	1,551.83	10,474.10	828.05	133,979.73	1,767.85	168,682.31
13 Spec. Supp. & Exp.	172.64	129,688.49	289.47	3,927.84	15,624.52			149,702.96
14 Office & Admin.	14,826.52	88,171.07	5,375.93	3,373.31	1,966.00	20,659.21	126.19	134,498.23
15 Equipment	1,670.75	1,081.58				1,753.45		4,505.78
16 Rentals	20,176.18	9,563.45		5,574.28		520,770.47		556,184.38
18 Special Outlay						1,212.60		1,212.60
TOTALS	\$351,378.23	\$4,073,181.68	\$398,741.35	\$624,511.15	\$381,829.49	\$1,825,149.43	\$691,163.02	\$8,345,954.35

Schedule G

Fiscal Year Expenditure Summary
By Budget Divisions and Departments

Dept. Code	<u>State Funds</u>	<u>State Funds</u>	<u>Other Funds</u>	Total
	Salaries and Wages	Other Expenditures	Salaries and Wages*	
A Executive Order:				
A 11 Trustees	\$	\$ 1,035.56	\$	\$ 1,035.56
A 12 President's Office	23,701.61	8,756.20		32,457.81
A 13 Secretary's Office	15,317.17	43.94		15,361.11
A 14 Alumni Office	13,080.50	311.97		13,392.47
A 15 Publications	17,701.49	17,739.03		35,440.52
Totals	69,800.77	27,886.70		97,687.47
B 11 Financial Management	127,851.96	30,017.30	17,385.25	175,254.51
C 11 Business Management	74,199.14	607.71		74,806.85
D 11 Construction and Maintenance	20,358.22	656.43		21,014.65
E Provost's Office:				
E 11 Provost's Office	28,875.98	1,119.73	5,400.00	35,395.71
E 12 Admissions & Registrar	49,313.16	5,577.81	1,963.65	56,854.62
Totals	78,189.14	6,697.54	7,363.65	92,250.33
F Student Personnel:				
F 22 Dean of Men	39,299.80	1,360.35	867.70	41,527.85
F 23 Dean of Women	57,591.40	1,002.80		58,594.20
F 24 Placement Office	45,978.16	2,359.24		48,337.40
F 25 Student Health	61,434.28	6,297.35		67,731.63
F 26 Guidance Service	28,645.29	2,718.14		31,363.43
F 27 Faculty Proctors	14,157.93			14,157.93
Totals	247,106.86	13,737.88	867.70	261,712.44
G 11 Library	100,331.82	63,723.71		164,055.53
H 11 Audio Visual Center	19,155.04	3,994.44		23,149.48
J College of Arts & Science:				
J 11 Dean's Office	15,976.83	890.90	19.50	16,887.23
J 12 Economics	57,684.33	748.09		58,432.42
J 14 English	194,915.12	1,304.89	9,200.94	205,420.95
J 16 German	50,298.58	350.94	1,115.80	51,765.32
J 17 Government	50,755.70	525.94	50.00	51,331.64
J 18 History	90,123.42	799.28	448.80	91,371.50
J 19 Music	25,545.28	1,460.24	235.40	27,240.92
J 20 Philosophy	19,141.00	227.65		19,368.65
J 21 Psychology	62,765.86	1,934.09	41,327.53	106,027.48
J 23 Romance Language	80,161.31	1,021.78	7,414.79	88,597.88
J 24 Sociology	54,753.15	631.39	558.15	55,942.69

Schedule G (Continued)

Fiscal Year Expenditure Summary
By Budget Divisions and Departments

Dept. Code	State Funds		State Funds		Other Funds	Net Total
	Salaries and Wages		Other Expenditures		Salaries and Wages*	
<u>College of Arts & Science:</u>						
J 25	Speech	\$ 49,473.00	\$ 504.98		\$	\$ 49,977.98
J 26	Art	16,395.90	1,190.54			17,586.44
J 32	Public Health	67,166.42	4,190.46	11,014.31		82,371.19
J 33	Botany	55,001.86	3,095.38	12,550.39		70,647.63
J 34	Chemistry	136,256.02	11,567.17	43,391.15		191,214.34
J 35	Entomology	64.40	15.00	177.25		256.65
J 36	Geology & Mineralogy	50,661.60	3,828.01	2,724.72		57,214.33
J 37	Mathematics	127,169.07	951.36	3,383.34		131,503.77
J 38	Physics	87,708.14	1,664.80	299.97		89,672.91
J 39	Zoology	91,209.02	9,544.95	42,219.99		142,973.96
	Totals	1,383,226.01	46,447.84	176,132.03		1,605,805.88
<u>College of Agriculture:</u>						
(Instruction)						
K 01	Dean of College	25,038.17	2,399.33			27,437.50
K 02	Agricul. Communications	8,005.50	6.90			8,012.40
K 03	Agricul. Economics	32,654.92	483.25			33,138.17
K 04	Agricul. Engineering	31,300.25	2,362.15			33,662.40
K 05	Agronomy	33,602.79	101.04			33,703.83
K 06	Dairy & Animal Science	60,403.13	5,406.87	33.75		65,843.75
K 07	Entomology & Pathology	67,411.34	1,303.37	2,091.81		70,806.52
K 08	Farm Service	217,587.14	58,224.38	23.00		275,834.52
K 09	Floriculture	77,163.42	1,502.54			78,665.96
K 10	Food Technology	49,516.96	2,299.91	1,943.85		53,760.72
K 11	Forestry	51,820.50	1,650.44	3,769.30		57,240.24
K 12	Landscape Architecture	45,735.84	1,016.89	469.33		47,222.06
K 15	Poultry	24,615.52	10,978.43			35,593.95
K 16	Veterinary Science	9,828.00	16.10			9,844.10
	Sub-Totals	734,683.48	87,751.60	8,331.04		830,766.12
(Extension Service)						
K 21	Director's Office	15,991.16	62.89	213,634.87		229,688.92
K 22	Agricul. Communications	65,377.24	6,113.98	16,218.55		87,709.77
K 23	Agricul. Economics	42,963.20	4,365.86	36,784.17		84,113.23
K 24	Agricul. Engineering	15,880.47	392.28	6,120.50		22,393.25
K 25	Agronomy	3,002.75	1,678.66	4,734.90		9,416.31
K 26	Dairy & Animal Science	31,825.00	2,576.65	7,418.72		41,820.37
K 28	Cranberry Station	9,828.00	410.58			10,238.58
K 29	Entomology & Pathology	22,250.00	732.09			22,982.09
K 30	Floriculture	20,970.75	3,049.58	5,469.25		29,489.58
K 31	Food Technology	5,227.50	524.86	16,294.75		22,047.11
K 32	Forestry	8,018.00	463.18			8,481.18
K 33	4-H	29,589.41	1,612.28	17,120.73		48,322.42
K 34	Home Economics	63,525.50	5,394.61	45,525.05		114,445.16
K 38	Poultry	1,180.25	859.20	6,166.60		8,206.05
K 39	Veterinary Science	9,828.00	187.41	1,442.90		11,458.31
K 40	Waltham Field Station	13,631.50		5,273.40		18,904.90
K 41	Ext. Div. of Agriculture	11,215.50	13.01	12,789.00		24,017.51
	Sub-Totals	370,304.23	28,437.12	394,993.39		793,734.74

Schedule G (Continued)

Fiscal Year Expenditure Summary
By Budget Divisions and Departments

Dept. Code	State Funds	State Funds	Other Funds	Net Total
	Salaries and Wages	Other Expenditures	Salaries and Wages*	
K College of Agriculture:				
(Experiment Station)				
K 51 Director's Office	\$ 23,799.35	\$ 632.43	\$ 5,076.80	\$ 29,508.58
K 52 Agricul. Communications	7,172.64	1,829.27	319.95	9,321.86
K 53 Agricul. Economics	35,617.40	858.90	56,281.50	92,757.80
K 54 Agricul. Engineering	21,980.81	1,728.76	18,146.85	41,856.42
K 55 Agronomy	37,937.79	1,297.37	16,745.18	55,980.34
K 56 Dairy & Animal Science	28,460.20	491.85	37,082.80	66,034.85
K 57 Bacteriology	13,387.26	421.54	25,117.40	38,926.20
K 58 Botany	40.50			40.50
K 59 Chemistry	9,349.46	292.92	13,838.40	23,480.78
K 60 Cranberry Station	50,983.62	2,249.57	24,445.65	77,678.84
K 62 Entomology & Pathology	35,415.67	715.24	17,696.17	53,827.08
K 63 Farm Service	85,927.66	20,349.44		106,277.10
K 64 Floriculture	39,983.75	1,755.75	24,245.25	65,984.75
K 65 Food Technology	19,037.75	304.34	46,540.89	65,882.98
K 66 Forestry	6,849.50		13,078.29	19,927.79
K 67 Home Economics	14,624.40	59.11	16,832.00	31,515.51
K 68 Landscape Architecture		61.41		61.41
K 71 Poultry	27,406.36	6,012.25	15,697.53	49,116.14
K 72 Veterinary Science	12,091.15		26,173.17	38,264.32
K 73 Waltham Field Station	109,249.88	6,135.85	31,836.55	147,222.28
Sub-Totals	579,315.15	45,196.00	389,154.38	1,013,665.53
(Control Service)				
K 82 Dairy Cattle	16,308.42	1,037.52		17,345.94
K 84 Dairy, Feed, Fertilizer & Seed Laws	60,766.00	6,270.45		67,036.45
K 85 Shade Tree	69,830.29	4,990.25		74,820.54
K 86 Veterinary Science	171,528.33	21,249.73	41.40	192,819.46
K 87 Waltham Field Station	29,848.50			29,848.50
Sub-Totals	348,281.54	33,547.95	41.40	381,870.89
Totals	2,032,584.40	194,932.67	792,520.21	3,020,037.28
L 11 School of Business Administration	116,274.55	3,159.66	9,198.25	128,632.46
M School of Engineering				
M 11 Dean of Engineering	36,768.43	3,285.19	25,809.88	65,863.50
M 12 Chemical Engineering	31,921.33	3,158.00	2,487.96	37,567.29
M 13 Civil Engineering	86,011.64	4,497.43	10,566.22	101,075.29
M 14 Mechanical Engineering	130,450.69	4,725.53	25,042.00	160,218.22
M 15 Electrical Engineering	90,126.61	5,397.71	53.00	95,577.32
Totals	375,278.70	21,063.86	63,959.06	460,301.62
N 11 School of Home Economics	68,957.18	4,238.00	18,630.00	91,825.18
O 11 School of Nursing	53,093.31	3,318.95	8,622.50	65,034.76

Schedule G (Continued)

Fiscal Year Expenditure Summary
By Budget Divisions and Departments

Dept. Code	State Funds		Other Funds	Net Total	
	Salaries and Wages	Other Expenditures	Salaries and Wages*		
P	<u>Division of Physical Education:</u>				
P 11	Director's Office	\$ 111,864.97	\$ 13,428.37	\$ 323.13	\$ 125,616.47
P 12	Phys. Ed for Men	63,551.26	5,608.23	99.97	69,259.46
P 13	Phys. Ed for Women	64,173.65	4,614.38		68,788.03
P 14	Athletics	7,773.12		106,575.64	114,348.76
P 15	Recreation	8,172.50	491.60		8,664.10
	Totals	255,535.50	24,142.58	106,998.74	386,676.82
Q 11	School of Education	78,682.07	4,233.36	3,723.93	86,639.36
R	<u>Division of Military Science:</u>				
R 11	Air ROTC	4,161.50	290.52		4,452.02
R 12	Armored ROTC	12,965.94	181.39		13,147.33
	Totals	17,127.44	471.91		17,599.35
S 11	Graduate School	85,551.61	1,586.43		87,138.04
T 11	Bureau of Gov't Research	27,570.75	2,539.17		30,109.92
U 11	Summer School	62,532.51	410.87	94.08	63,037.46
X	<u>Operation of Plant:</u>				
X 11	Expense	728,408.02	1,018,805.02		1,747,213.04
X 12	CM&P HP&E Supplies		65,722.93		65,722.93
X 14	Janitor M & S		12,213.46		12,213.46
	Totals	728,408.02	1,096,741.41		1,825,149.43
Y	<u>Boarding Halls</u>				
Y 11	Expense	283,280.18	6,876.11		290,156.29
Y 12	Materials & Supplies		401,006.73		401,006.73
	Totals	283,280.18	407,882.84		691,163.02
Z	<u>Student Union:</u>				
Z 11	Student Union General Fund			87,285.70	87,285.70
Z 12	Student Union Food Fund			120,463.14	120,463.14
Z 13	Student Union Store Fund			51,452.43	51,452.43
Z 14	R. S. O.			2,168.08	2,168.08
	Totals			261,369.35	261,369.35
400	Other Miscellaneous			1,456.80	1,456.80
700	Duplicating Supplies		2,422.44		2,422.44
800	Contingency Reserve		209.00		209.00
900	Reserve Accounts	1,911.19	77,825.28		79,736.47
	Sub-Totals	1,911.19	80,456.72	1,456.80	83,824.71
	TOTAL EXPENDITURES	\$6,307,006.37	2,038,947.98	1,468,321.55	9,814,275.90

*Expenditures, other than for salaries & wages, not distributed by all budget divisions & depts

Schedule H

Boarding Halls

Statement of Receipts and Expenditures

Receipts:

Sales - Student Board	\$855,605.67	
Sales - Cafeteria	21,034.09	
Sales - Miscellaneous	2,315.13	
Sales - Employees' Meal Tickets	<u>1,305.00</u>	
Total Sales		\$880,259.89

Cost of Sales:

Inventory, June 30, 1958	\$ 10,788.16	
Purchases	<u>373,552.13</u>	
	384,340.29	
Less: Inventory, June 30, 1959	<u>9,296.94</u>	
Cost of Food Sold		<u>375,043.35</u>
Gross Profit on Sales		505,216.54

Expenditures:

Sales and Wages	283,280.18	
Supplies and Materials:		
Inventory, June 30, 1958	4,236.17	
Purchases	<u>12,385.15</u>	
	16,621.32	
Less: Inventory, June 30, 1959	<u>6,864.55</u>	
	9,756.77	
Other Expenditures	<u>5,582.53</u>	
Total Expenditures		<u>298,619.48</u>

Excess of Receipts over Expenditures \$206,597.06

Schedule I

Intercollegiate Athletics

Statement of Receipts, Disbursements and Balances

Balance, July 1, 1958 \$30,194.55

Receipts:

Student Fees	\$97,367.66	
Other	<u>4,576.43</u>	<u>\$101,944.09</u>

Less:

Refund of Fees	1,234.38	
Transfer to George H. Barber Fund	<u>21,985.69</u>	<u>23,220.07</u>

Net Receipts 78,724.02

Net Total Available \$108,918.57

Disbursements:

Intercollegiate Athletics	60,717.43
Intramural and Other Programs	9,057.25
Athletic Injury Care	1,059.23
Cheerleaders	392.39
Travel	6,510.84
Sports Information	9,597.37
Operating Expenses	<u>9,753.44</u>

Total Disbursements 97,087.95

Balance, June 30, 1959 \$ 11,830.62

Athletic Reserve Account

Balance, July 1, 1958 \$ 994.04

Interest on Savings Account 48.39

Balance, June 30, 1959 \$ 1,042.43

Schedule J

RECOGNIZED STUDENT ORGANIZATIONS

Statement of Receipts, Disbursements and Balances
Year Ending June 30, 1959

Balance July 1, 1958:

First National Bank of Amherst	\$ 11,231.04	
Amherst Savings Bank	<u>46,156.96</u>	
Total		\$ 57,388.00

Receipts:

Student Fees	\$109,481.51	
Less Refunds	<u>1,420.83</u>	
	\$108,060.68	
Cash Receipts	97,837.79	
Transfers	124,510.30	<u>330,408.77</u>
Total		<u><u>\$ 387,796.77</u></u>

Disbursements

Cash Disbursements	\$205,570.07	
Transfers	<u>124,510.30</u>	\$ 330,080.37

Balance June 30, 1959:

First National Bank of Amherst	9,332.15	
Amherst Savings Bank	<u>48,384.25</u>	<u>57,716.40</u>
Total		<u><u>\$ 387,796.77</u></u>

Above statement prepared by Student Union.

Schedule K-1

STUDENT UNION - UNIVERSITY STORE FUND

Statement of Income and Expense

July 1, 1958* to June 30, 1959

	<u>Books</u>	<u>Supplies</u>	<u>Lobby</u>	<u>Total</u>
Sales	\$227,182.34	\$166,996.07	\$ 46,800.89	\$440,979.30
Cost of Goods Sold:				
Inventory 7/1/58	34,570.85	52,831.48	696.30	88,098.63
Net Purchases	210,608.69	116,739.70	40,552.90	367,901.29
	<hr/>	<hr/>	<hr/>	<hr/>
	245,179.54	169,571.18	41,249.20	455,999.92
Less Inventory 6/30/59	52,078.23	51,794.46	803.70	104,676.39
	<hr/>	<hr/>	<hr/>	<hr/>
Cost of Goods Sold	193,101.31	117,776.72	40,445.50	351,323.53
Gross Profit on Sales	34,081.03	49,219.35	6,355.39	89,655.77
Other Income:				
Used Book Salesmen				8.21
Advertising Products				57.40
Post Office				1,458.33
Miscellaneous Income				59.68
				<hr/>
Gross Profit from Operations				\$ 91,239.39
				<hr/> <hr/>

Schedule K-1 (Continued)

STUDENT UNION - UNIVERSITY STORE FUND

Statement of Income and Expense
July 1, 1958* to June 30, 1959

Gross Profit from Operations amount brought forward		\$ 91,239.39
Expenses:		
Transportation in - General	\$	80.84
Transportation Out		923.07
Selling Expenses:		
Permanent Payroll	\$21,707.56	
Student Payroll	2,768.97	
Supplies	18.13	
Insurance	845.63	
Depreciation	487.87	
Repairs & Maintenance	112.64	
Telephone & Telegraph	312.20	
Advertising	175.30	
Laundry	273.97	
Miscellaneous	<u>1,872.80</u>	28,575.07
Administrative Expenses:		
Permanent Payroll	\$15,646.62	
Student Payroll	616.72	
Insurance	53.00	
Depreciation	158.70	
Repairs & Maintenance	63.30	
Telephone & Telegraph	53.25	
Postage	.30	
Stationery & Printing	132.18	
Travel	248.89	
Miscellaneous	<u>292.08</u>	17,265.04
Warehouse & Storage Expenses:		
Permanent Payroll	\$ 6,771.71	
Student Payroll	710.76	
Depreciation	16.77	
Repairs & Maintenance	<u>46.05</u>	7,545.29
Lobby Counter Expenses:		
Permanent Payroll	\$ 2,684.83	
Student Payroll	2,270.25	
Supplies	15.58	
Repairs & Maintenance	50.00	
Depreciation	71.00	
Miscellaneous	<u>18.59</u>	<u>5,110.25</u>
Total Expenses		<u>59,499.56</u>
Excess of Income over Expenses		<u>\$ 31,739.83</u>

*Includes period June 26-30, 1958; except for payroll which includes period June 29-30, 1958.

Schedule K-2

STUDENT UNION - UNIVERSITY STORE FUND

Balance Sheet - June 30, 1959

<u>ASSETS</u>		<u>LIABILITIES AND CAPITAL</u>	
Cash on Hand	\$ 1,000.00	Accounts Payable	\$ 6,135.73
Cash in Bank	12,343.26	Accrued Wages	348.42
Cash in Transit	2,314.40	Sales Tax Payable	121.68
Contribution to Student Union Reserve	3,722.43	Contingencies Reserve	59.25
Accounts Receivable	4,425.75	Free Capital	127,376.76
Prepaid Books	33.37	S.U. Reserve Fund	<u>3,722.43</u>
Inventory	104,676.39	Capital	131,099.19
Store Equipment	7,985.96		
Less Depreciation	<u>1,943.74</u>		
	6,042.22		
Office Equipment	3,322.54		
Less Depreciation	<u>443.45</u>		
	2,879.09		
Whse & Storage Eq.	378.84		
Less Depreciation	<u>51.48</u>		
	327.36		
	<hr/>		<hr/>
	\$137,764.27		\$137,764.27
	<hr/> <hr/>		<hr/> <hr/>

Capital Account

Capital Account July 1, 1958	\$109,359.36
Less Transfer to Student Union General Fund	<u>10,000.00</u>
	99,359.36
Excess of Income over Expenses for the Year	<u>31,739.83</u>
Net Worth as of June 30, 1959	\$131,099.19

Above statement prepared by Student Union

Schedule K-3

STUDENT UNION - FOOD SERVICE FUND

Statement of Income and Expenses

July 1, 1958* to June 30, 1959

Counter Sales	\$311,919.57	
Catering Sales	<u>38,881.34</u>	
Total Sales	350,800.91	
Miscellaneous Operating Income	<u>1,199.95</u>	
Total Income		\$352,000.86
<u>COST OF GOODS SOLD</u>		
Inventory 7/1/58	4,267.49	
Food Purchases	<u>161,428.72</u>	
	165,696.21	
Inventory 6/30/59	<u>3,948.93</u>	
Cost of Goods Sold		<u>161,747.28</u>
Gross Profit on Sales		\$190,253.58
<u>EXPENSE</u>		
Salaries - Permanent Payroll	115,059.07	
Salaries - Student Payroll	5,513.80	
Supplies	14,905.86	
Repairs and Maintenance	1,198.68	
Advertising	19.94	
Laundry	4,850.01	
Miscellaneous Expense	62.87	
China and Silver	2,125.70	
Uniforms	33.58	
Heat and Utilities	1,081.23	
Travel and Conventions	253.86	
Depreciation Expense	<u>442.18</u>	
Total Expenses		<u>145,546.78</u>
Excess of Income over Expenses		<u>\$ 44,706.80</u>

* Includes period June 26-30, 1958; except for payroll which includes period June 29-30, 1958.

Above statement prepared by Student Union.

Schedule K-4

STUDENT UNION - FOOD SERVICE FUND

Balance Sheet - June 30, 1959

<u>ASSETS</u>		<u>LIABILITIES AND CAPITAL</u>	
Cash on Hand	\$ 375.00	Accounts Payable	\$ 9,166.61
Cash in Bank	46,204.81	Accrued Wages	720.38
Cash in Transit	3,081.50	Mass. Old Age Tax Payable	253.45
Contribution to Student Union Reserve	11,217.17	Free Capital	53,001.95
Accounts Receivable	1,887.49	S.U. Reserve Fund	<u>11,217.17</u>
Inventory 6/30/59	3,948.93	Capital	64,219.12
Equipment	8,407.67		
Less Depreciation	<u>763.01</u>		
	<u>7,644.66</u>		
	\$ 74,359.56		\$ 74,359.56
	<u><u>74,359.56</u></u>		<u><u>74,359.56</u></u>

Capital Account

Capital July 1, 1958	\$ 59,512.32
Transfers to Student Union General Fund	40,000.00
	<u>19,512.32</u>
Excess of Income over Expenses for the year	44,706.80
	<u>44,706.80</u>
Net worth as of June 30, 1959	\$ 64,219.12
	<u><u>64,219.12</u></u>

Above statement prepared by Student Union.

Schedule K-5

STUDENT UNION GENERAL FUND

Statement of Income and Expenditures

July 1, 1958* - June 30, 1959

Income

Student Fees, Less Refunds	\$ 101,204.99	
RSO Fees for Clerical Services	5,750.00	
Transfer from University Store	10,000.00	
Transfers from Food Service	40,000.00	
Conference Services	63,320.21	
Games Area	33,886.13	
Rentals & Custodial Fees	3,490.90	
Office Services	1,859.24	
Other Activities	2,738.52	
Total Income for the Year		\$ 262,249.99

Expenditures

Administrative	\$ 36,773.08	
Maintenance	33,509.45	
Games Area	20,079.60	
Program	9,561.15	
Conference Services	60,912.34	
Office Services	2,304.49	
Other Activities	187.66	
Building Rental	80,000.00	
Total Expenditures for the Year		<u>243,327.77</u>

Excess of Income over Expenditures		<u>\$ 18,922.22</u>
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* Includes period June 26-30, 1958; except for payroll which includes period June 29-30, 1958.

Above statement prepared by Student Union.

Schedule K-6

STUDENT UNION - GENERAL FUND
Balance Sheet - June 30, 1959

<u>ASSETS</u>		<u>LIABILITIES AND CAPITAL</u>	
Cash on Hand	\$ 2,050.00	Accounts Payable	\$ 2,992.52
Cash in Bank	13,994.73	Accrued Salaries	630.26
Cash in Transit	756.68	Restricted Gifts	500.00
Contribution to Student Union Reserve	5,775.44	Free Capital	27,288.67
Accounts Receivable	8,489.80	S.U. Reserve Fund	<u>5,775.44</u>
Equipment	6,290.72	Capital	<u>33,064.11</u>
Less Depreciation	<u>170.48</u>		
	<u>6,120.24</u>		
	\$37,186.89		<u>\$37,186.89</u>
	<u><u> </u></u>		<u><u> </u></u>

Capital Account

Capital Account July 1, 1958	\$14,141.89
Plus excess of Income over Expenditures	<u>18,922.22</u>
Net Worth as of June 30, 1959	\$33,064.11

Above statement prepared by Student Union.

Schedule K-7

STUDENT UNION RESERVE FUND

Balance Sheet - June 30, 1959

ASSETS

RESERVES

Cash in Bank	\$ 8,531.40	Reserve for Equipment Replacements:	
Cash in Transit	12,183.64	Student Union General Fund	\$ 5,775.44
		Student Union Food Service	11,217.17
		S.U. University Store Fund	3,722.43
	<hr/>		<hr/>
	\$ 20,715.04		\$ 20,715.04
	<hr/> <hr/>		<hr/> <hr/>

Above statement prepared by Student Union

Schedule L

Inventory of Land

	<u>Acreage</u>	<u>Year Acquired</u>	<u>Book Value July 1, 1958</u>	<u>Book Value June 30, 1959</u>
<u>Land Not in Amherst, Mass.</u>				
College Farm, Hadley	105.404	1864	\$ 10,090.00	\$ 10,090.00
Pelham Quarry, Pelham	.50	1866	500.00	500.00
Newell Farm, Hadley	62.00	1911	2,800.00	2,800.00
Cranberry Land, East Wareham	27.52	1910-1928	11,863.00	11,863.00
Mt. Toby, Sunderland & Leverett	755.27	1916	30,000.00	30,000.00
Waltham Field Station, Waltham	58.09	1924-1945	24,470.00	24,470.00
Cadwell Property, Pelham & Belchertown	1,200.00	1951	8,001.00	8,001.00
Total Land Not in Amherst, Mass.	2,208.784		\$ 87,724.00	\$ 87,724.00
<u>Land in Amherst, Mass.</u>				
College Farm, Amherst	274.39	1864	26,296.00	
Bangs Place	.25	1892	2,350.00	
Clark Place	17.	1896	4,500.00	
Westcott Land	2.318	1909	2,250.00	
Baker Place	5.003	1909	2,500.00	
Kellogg Place	17.035	1909	1,868.45	
Allen Place	.25	1910	500.00	
Chambury Place	.25	1910	450.00	
Harlow Farm & Orchard	28.49	1910	1,584.63	
Hawley & Brown (Rifle Range)	46.02	1910	675.00	
Loomis' Place	.25	1910	415.00	
Louisa Baker Place	5.184	1910	3,000.00	
Old Creamery Place	.50	1910	1,000.00	
Owen Place	27.00	1915	5,000.00	
Dickinson Place	6.00	1916	7,850.00	
Brown Place	.50	1916	500.00	
George Cutler, Trustee	1.56	1917	2,700.00	
Angus Place	8.	1917	800.00	
Tillson Farm	75.	1917	2,950.00	
Brooks Farm	59.4	1922	11,000.00	
Q. T. V. Land	4.	1928	12,000.00	
Tuxbury Land	30.00	1936	7,000.00	
Powers Land	.25	1949	5,000.00	
Gamma Alpha Sigma Phi	.87	1954	5,000.00	
Montague Property	27.7	1955	4,000.00	
Total Land in Amherst, Mass.	637.22		\$111,189.08	\$2,544,000.00*
Total Land Owned by University of Massachusetts	2,846.00		\$198,913.08	\$2,631,724.00

*Total Assessed valuation of January 1, 1959 obtained from the Assessor's Office in the Town of Amherst, Massachusetts.

Buildings	Year Constructed or Acquired	Book Value	
		July 1, 1958	June 30, 1959
		Additions	Deductions
		\$	\$
Mellen's House	1867	\$ 1,200.00	\$ 1,200.00
Stockbridge House	1867-1933	9,100.00	9,100.00
Forestry Building	1867	5,180.00	5,180.00
Homestead	1867-1928-1951	14,800.00	14,800.00
Farm House	1869	4,000.00	4,000.00
President's House	1883-84-1910	19,000.00	19,000.00
South College	1885-86-1938-39-40	100,300.00	100,300.00
Chapel	1885-1936	76,288.32	76,288.32
Regulatory Service	1886-87-96-1911	27,000.00	27,000.00
Hospital Ward	1886-93-1934-45	19,300.00	19,300.00
Vegetable Plant House	1886-92-93	4,700.00	4,700.00
Experiment Station Service	1882-87-91-95-96	5,000.00	5,000.00
Experiment Station, East	1889-1908	14,000.00	14,000.00
Hatch Annex	1891	2,000.00	2,000.00
Hatch Laboratory	1891-1934-35-37-38	19,374.38	19,374.38
Wildlife Building	1893-1923-1941	6,497.00	6,497.00
Farm Horse Barn #1	1894	5,000.00	5,000.00
Mathematics Building	1895-1905	6,000.00	6,000.00
Munson Hall	1898-99-1956	70,127.26	70,127.26
Draper Hall	1903-12-44-1955	296,529.94	296,529.94
Wilder Hall	1905-06-1957	45,662.00	45,662.00
Clark Hall & Greenhouse	1907	67,400.00	67,400.00
Power Plant & Storage Building	1907-11-15-16-17-40-48-57	122,802.00	31,250.00
Edward A. White Greenhouse - French Hall	1908-9-1939	25,500.00	25,500.00
French Hall	1909-1913-1956	74,356.59	74,356.59
Farm Young Stock Barn	1909-1939-1956	36,837.00	36,837.00
David House and Barn	1909	1,200.00	1,200.00
Farm Dairy Barn & Storage	1910-41-42-1955-1956-58	33,211.98	33,211.98
Farm Machinery Barn	1910	4,000.00	4,000.00
Fernald Hall	1910	80,000.00	80,000.00
Harlow House & Barns	1910-1932	2,550.00	2,550.00
Entomological Glasshouse - Fernald Hall	1911	825.00	825.00
Waiting Station	1911	500.00	500.00
Poultry Brooder #3	1911-1926	3,100.00	3,100.00
Poultry Demonstration #1	1911	1,400.00	1,400.00
Grinnell Arena and Abattoir Annex	1911-1929	38,000.00	38,000.00
Fisher Laboratory	1911-30-43-44	24,616.85	24,616.85
Farm Sheep Barn	1911-1955	6,099.00	6,099.00
		91,552.00	

Schedule L-1 (Continued)

Inventory of Buildings

Buildings	Year Constructed or Acquired	Book Value		Deductions	Book Value June 30, 1959
		July 1, 1958	Additions		
Farm Shop	1911	\$ 200.00			\$ 200.00
Poultry #4 Mechanics Storage	1912-1915	2,700.00			2,700.00
Flint Laboratory	1912-1937-57	210,723.58			210,723.58
Aplary	1912	3,000.00			3,000.00
Stockbridge Hall	1914-1956	417,066.82			417,066.82
Farm Piggery	1914	3,000.00			3,000.00
Farm Bungalow #3 - Milker's Bungalow	1914	2,100.00			2,100.00
Agronomy Greenhouse	1914-1924	4,800.00			4,800.00
Agricultural Engineering Building	1915-1916-1924	28,550.00			28,550.00
Poultry-Duck House	1915	100.00			100.00
Poultry #7 Small Henhouse	1915	50.00			50.00
Marshall Hall	1915-1945	68,459.00			68,459.00
Hospital (2 Units)	1915	15,000.00			15,000.00
Poultry Unit #11 for 100 Hens	1916	504.00			504.00
Poultry Unit #12 for 200 Hens	1917	400.00			400.00
Poultry #6 Manure Shed	1918	98.00			98.00
Tractor Shed	1918	73.50			73.50
Mount Toby House and Barn	1918	4,000.00			4,000.00
Grounds Tool Shed - north of Physics Bldg.	1918	245.00			245.00
Turbine House	1918	17,665.00			17,665.00
Adams Hall	1919-1941	128,175.00			128,175.00
Perology Garage & Repair Shed	1920	3,185.00			3,185.00
Memorial Hall	1920-1941	107,425.00			107,425.00
Poultry House #10 for turkey & fowl laying	1921-1929	2,450.00			2,450.00
Farm Bull Pens & Fence	1922-1956	14,041.50			14,041.50
Brooks House, Barn & Sheds	1922-1929	9,400.00			9,400.00
Goessmann Laboratory	1922-1946-1959	301,612.00	2,595,288.52		2,896,900.52
Tillson Poultry Houses (4)	1923	2,000.00			2,000.00
Tillson Summer Sheds (3)	1923	277.00			277.00
Farm Bungalow #2 - Shepherd's Cottage	1923	4,000.00			4,000.00
Tillson Foreman's Quarters #5	1923-1926	6,714.00			6,714.00
Farm Bungalow #3 - Herdsman's Cottage	1923	4,000.00			4,000.00
Grounds Building	1923	1,574.00			1,574.00
Brooks Tobacco Barn	1924	3,000.00			3,000.00
Waltham Sta. Small Stock Barn	1924	2,000.00			2,000.00
Waltham Small Shed	1924	800.00			800.00

Schedule L-1 (Continued)

Inventory of Buildings

Buildings	Year Constructed or Acquired	Book Value July 1, 1958	Additions	Deductions	Book Value June 30, 1959
Waltham Office & Lab. Bldg.	1924-1935	\$ 11,363.40			\$ 11,363.40
Waltham Farmhouse	1924	6,000.00			6,000.00
Waltham Field Sta. Greenhouse	1924-1929	29,000.00			29,000.00
ROTC Storage	1925	16,500.00			16,500.00
Cranberry Laboratory - Dr. Franklin Memorial Room	1926-1952	13,800.00			13,800.00
Cranberry Garage-Engineering Bldg.	1926-1957	15,028.23			15,028.23
Cranberry Shed (Storage)	1926	300.00			300.00
Cranberry Pump House	1926	165.00			165.00
Farm Corncribs (7)	1927	650.00			650.00
Farm Bungalow Garage	1927	350.00			350.00
Station Farmhouse	1928	7,500.00			7,500.00
Farm Cattle Research Barn	1928-1954	6,194.00			6,194.00
Chenoweth Building	1929	69,966.92			69,966.92
Garage (6 car) (Rear Old Horse Barn)	1929	2,500.00			2,500.00
Brooks Farm Garage	1929-30	300.00			300.00
Waltham Field Station Garage	1930	1,000.00			1,000.00
Waltham Hay Barn	1930	3,500.00			3,500.00
Physical Education Building	1930	287,500.00			287,500.00
Lumber Shed	1931-1940	4,300.00			4,300.00
Tillson Grain House #1	1933	100.00			100.00
Powology Tool Shed	1933	1,254.00			1,254.00
Manure Pit	1933	500.00			500.00
Horticultural Hayshed	1933	400.00			400.00
Farley 4-H Club House	1933	3,500.00			3,500.00
Thatcher Hall	1934-35	193,950.00			193,950.00
Goodell Library	1934-35	238,500.00			238,500.00
Bowditch Lodge	1937	5,400.00			5,400.00
Waltham Field Station Greenhouse	1937-1950	21,497.37			21,497.37
Tillson 2-car Garage	1939	384.00			384.00
Tillson Breeding House #10	1939	5,300.00			5,300.00
Tillson Storage Building #11	1939	3,000.00			3,000.00
Tillson Storage Barn	1941	1,000.00			1,000.00
Federal Buildings, Liberal Arts Annex.	1947	25,000.00			25,000.00
Marshall Hall Annex & Draper Hall Annex					
Poultry Turkey Porch #9	1947-1950	7,675.06			7,675.06

Schedule L-1 (Continued)

Inventory of Buildings

Buildings	Year Constructed or Acquired	Book Value July 1, 1958	Additions	Deductions	Book Value June 30, 1959
		\$	\$	\$	\$
Poultry Laying House #5	1947	10,000.00			10,000.00
Tillson Brooder House #12	1947	5,000.00			5,000.00
Tillson Brooder House #13	1947	10,000.00			10,000.00
Berkshire, Hampshire & Plymouth Houses	1948	495,800.00			495,800.00
Middlesex & Suffolk Houses	1948	327,600.00			327,600.00
Skinner Hall	1948	596,700.00			596,700.00
Dutch Elm Disease Laboratory	1949	23,400.00			23,400.00
Engineering Building Annex	1949	118,500.00			118,500.00
Engineering Building - Gunness Lab.	1949	374,500.00			374,500.00
Waltham Field Station Buildings	1950	278,400.00			278,400.00
ROTC Facilities, 2 buildings	1950-51	63,800.00			63,800.00
Hasbrouck Lab., Physics Building	1950	501,000.00			501,000.00
Paige Laboratory, Animal Disease Control	1950-51	487,500.00			487,500.00
Poultry Breeding House #8	1951	4,127.00			4,127.00
New Power Plant Building	1951-1955-59	1,361,000.00	1,428,879.00		2,789,879.00
Engineering Building - Wing	1950-1951-56	1,120,753.61			1,120,753.61
Electric Generating Plant	1952	263,615.36			263,615.36
Animal Isolation Building	1953	98,500.00			98,500.00
University Commons	1953-54-55	985,300.00			985,300.00
Poultry Turkey Breeding House #14	1955	600.00			600.00
Durfee Conservatory	1955	69,684.00			69,684.00
Poultry Equipment Laying House #15	1956	800.00			800.00
Montague Buildings	1955	8,000.00			8,000.00
Poultry Turkey Breeding House #13	1956	800.00			800.00
Machmer Hall	1957	967,578.77			967,578.77
Cranberry Greenhouse	1957	5,733.00			5,733.00
Orlyte Greenhouse - Waltham Field Station	1957	1,911.00			1,911.00
Thayer Building	1957	50,000.00			50,000.00
Veterinary Science - 2 Poultry Rearing Houses	1958	14,295.08			14,295.08
Western Massachusetts Health Center	1959	1,360,800.90			1,360,800.90
Women's Physical Education Building	1959	1,716,581.75			1,716,581.75
Nathaniel Bowditch Hall	1959	293,500.50			293,500.50

Total - Buildings \$11,871,121.52 \$7,395,050.67 \$91,552.00 \$19,174,620.19

Schedule L-2

Inventory of Improvements other than Buildings

	<u>Book Value</u> <u>July 1, 1958</u>	<u>Additions</u>	<u>Book Value</u> <u>June 30, 1959</u>
Roads, Sidewalks, etc.	\$ 179,361.89	\$	\$ 179,361.89
Water Mains	92,143.11		92,143.11
Sewerage & Drainage	73,975.00	152,525.00	226,500.00
Steam Lines	1,075,867.61	451,560.00	1,527,427.61
Electrical Lines	641,403.51	137,409.00	778,812.51
Parking Areas	41,366.27		41,366.27
Tennis Courts	62,042.25		62,042.25
	<hr/>		
Totals	\$2,166,159.64	\$741,494.00	\$2,907,653.64
	<hr/> <hr/>		

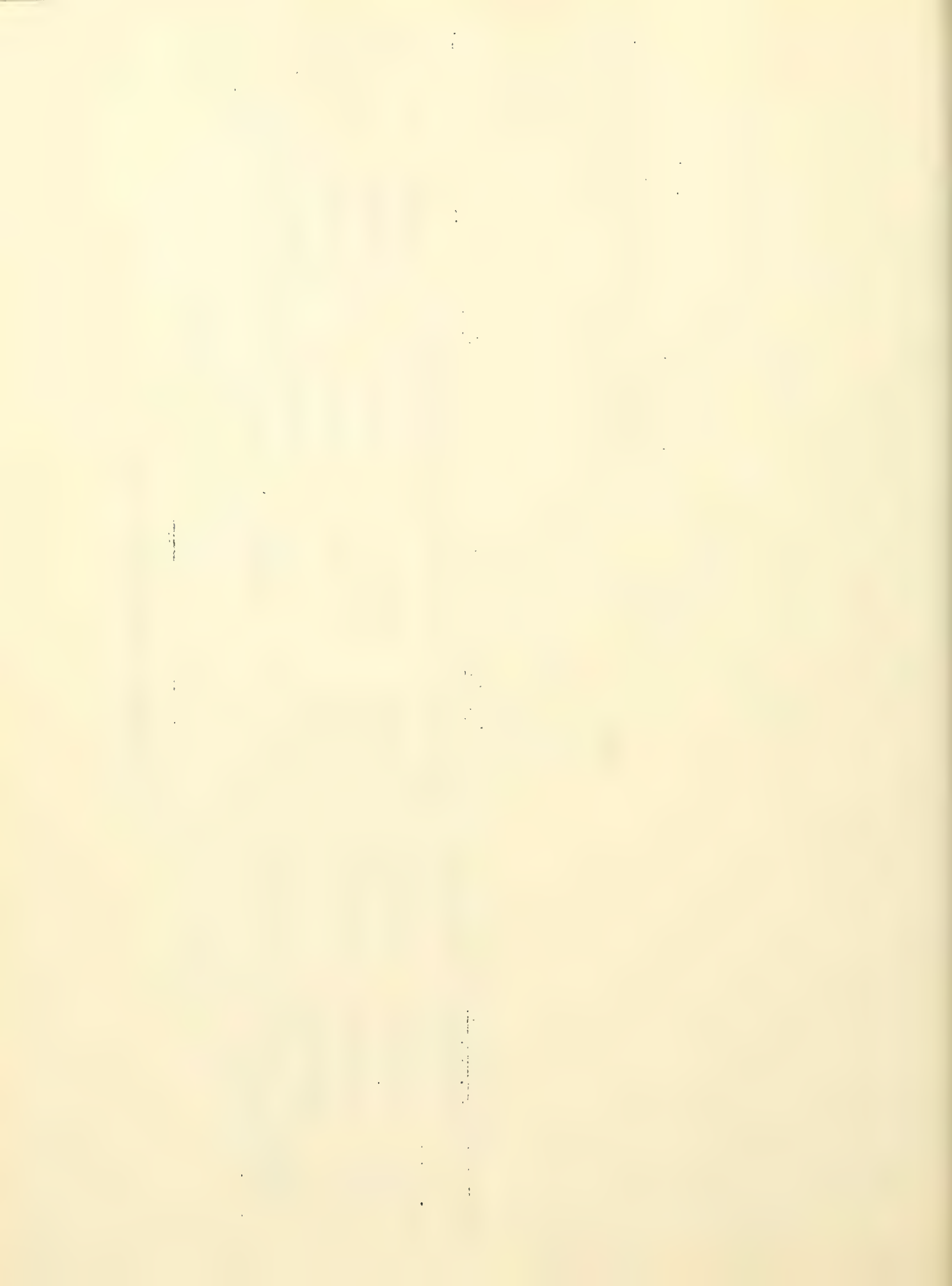
Report of the Dean of the College of Agriculture
University of Massachusetts
Amherst, Massachusetts
For the period of October 1, 1958
through September 30, 1959.

- I. Summary of Appropriations.
- II. Personnel.
- III. Organizational Chart.
- IV. Students or Clientele.
- V. Faculty Publications.
 - (a) Faculty Publications - only legitimate scientific publications are listed. (Journal Series Papers only).
 - (b) Research Grants.
 - (c) Research Projects.
 - (d) Other Professional Activities.
- VI. Special Projects or Programs.
- VII. Future Plans and Needs.

I. COLLEGE OF AGRICULTURE APPROPRIATIONS

	1957-1958		1958-1959		1959-1960**	
	State	Federal	State	Federal	State	Federal
K-01 - K-16 Instruction	\$769,397.00		\$812,815.00		\$872,995.00	
K-21 - K-41 Extension	402,814.00	\$339,344.00	398,911.00	423,637.00	477,339.00	423,637.00
K-51-- K-73 Experiment	615,010.00	410,941.00	629,119.00	426,500.00	641,522.00	426,500.00
K-80 - K-87 Control	380,762.00		382,966.00		444,857.00	
	\$2,167,983.00	\$750,285.00	\$2,223,811.00	\$850,137.00	\$2,436,713.00	\$850,137.00

**1959-1960 figures are based on estimates
 -- others on an analysis of IBM Registers
 for respective years.



COLLEGE OF AGRICULTURE RESEARCH GRANTS

	<u>Balance</u> <u>July 1, 1958</u>	<u>Receipts</u> <u>1958-1959</u>
American Potash	\$1,265.57	
American Cyanamid	605.17	
Bartlett Tree Fund	4,632.25	
Beneficial Insect Fund	209.74	
Seed Improvement Fund	445.12	500.00
Butter Fat Fund	2,050.23	
Chemical Spray	289.15	500.00
Ciba Fund	2,277.60	2,525.00
Cocoa Fund	.32	1,999.68
Charles M. Cox Fund	400.34	1,704.00
DeKalb		1,500.00
Eaton Fund	3,182.24	4,000.00
Glass Container	9,922.62	15,109.00
Hood Foundation	507.05	
Lawn Improvement	780.00	
Lederle Fund	6,233.83	2,515.00
Mattox-Moore	273.97	
Milk Solids Fund		1,000.00
New York Farmers	1,541.36	
Norwich Pharmacal Company	2,137.38	
Phosphate Fund	954.70	1,000.00
Porcupine Fund	1,138.95	
Perlite Institute	259.56	
Pfizer Fund		2,000.00
Rain & Hail	1,914.53	750.00
Reeves Fund	487.03	
Research Service Fund	3,858.84	320.91
Sire Evaluation	703.19	1,000.00
Stauffer Fund	140.19	300.00
Turf Fund	478.00	150.00
Uramite Fund	1,775.07	1,500.00
Union Carbide	227.14	3,500.00
Wildlife Fund	313.44	999.31
Walker Research Fund		1,500.00
	<hr/> \$49,004.58	<hr/> \$44,372.90
National Institute of Health		
E-1173 Bact.	7,660.44	
E-1173 C2 Bact.		23,564.42
E-1442C2 and C2S1 Ent.	2,670.54	751.94
E-1442C3 Ent.		6,447.84
RG 5848-R1 Food Tech.		15,074.00
E-2635A Food Tech. and Bact.		1,977.00
E-2645A Bact.		2,000.00
	<hr/> \$10,330.98	<hr/> \$49,815.20

II. PERSONNEL.

College of Agriculture
 (Number in each Rank: (Sept. 1957, Sept. 1958, Sept. 1959))

Rank:	Sept. 1957	Sept. 1958	Sept. 1959
Dean and Director	1	1	1
Assoc. Dean and Director	1	1	1
Head of Dept. "A"	16 + 1 (7wk)	17 + 1 (7 wk)	17 + 1 (7 wk)
Head of Dept., 9 mo.	0	1	0
Professor "A"	63	62	62
Professor, 9 mo.	4	4	5
Assoc. Professor "A"	29	31	30
Assoc. Professor, 9 mo.	1	2	2
Ass't. Professor "A"	49 + 2 (8wk) 1 (2½mo).	48 + 2 (8wk) 1 (2½mo).	49 + 2 (8wk) 1 (2½mo).
Ass't. Professor, 9 mo.	10½	12½	12½
Instructor "A"	31 (full) 15 (½ time)	33 (full) 15 (½ time)	33 (full) 17 (½ time)
Instructor, 9 mo.	4½	3½	3½
Totals:	<u>217½</u>	<u>223½</u>	<u>224½</u>

UNIVERSITY OF MASSACHUSETTS

College of Agriculture - Administrative Organization

Board of Trustees, University of Massachusetts

President

COLLEGE OF AGRICULTURE

Dean,

Director of Experiment Station, Control Service and Director of Extension Service

Provost (Instruction)

Experiment Station U.S. Dept. of Agr.

Assoc Director of Extension Service
Assoc Dean and Director of Instruction
Assoc Director of Experiment Station
Secretary of Extension Service

Experiment Station - Control Service

Extension Service

Instruction:--Undergraduate Program

Stockbridge School

(Bacteriology, Chemistry & Home Economics)
Other Colleges, Schools or Divisions of the University

Departments Conducting Programs in Control, Research, Extension or Instruction

Agronomy Entomology & Plant Pathology Landscape Architecture

Bacteriology Extension Div. of Agr. Poultry

Chemistry Feed, Fertilizer & Dairy Law Research & Production Service

Communications, Agr. Food Technology Veterinary Science

Dairy & Animal Science 4-H Club Cranberry Station

Economics, Agr. Forestry & Wildlife Mgt. Waltham Field Station

Engineering, Agr. Programs in School of Horticulture Regional Mktg. Edu. Prog.

Home Economics

Treasurer
Business Manager

Extension Service
U.S. Dept. of Agr.

County Extension Services
County Boards of Trustees

Barnstable Middlesex

Berkshire Norfolk

Bristol Plymouth

Dukes Worcester

Essex

Franklin

Hampden

Hampshire

IV. STUDENTS OR CLIENTELE.*

	<u>Sept. 1957</u>	<u>Sept. 1958</u>	<u>Sept. 1959</u>
a. Number of Majors:	707	734	780
b. Number of Students Taught:	2562	2755	2999

*Includes Stockbridge School, Graduate School and Four-Year degree students.
 **Please note that the number of budgeted positions for Resident Instruction as of September 1959 was 61.

	<u>Number of Majors</u>		
	<u>Sept. 1957</u>	<u>Sept. 1958</u>	<u>Sept. 1959</u>
Stockbridge School	333	349	395
Graduate School	106	108	111
Four-Year	268	277	274

	<u>Number of Students Taught</u>		
	<u>Sept. 1957</u>	<u>Sept. 1958</u>	<u>Sept. 1959</u>
Stockbridge School	1644	1798	2029
Graduate School	235	261	270*
Four-Year	683	696	700*

*estimate.



V. (b). FACULTY PUBLICATIONS. --(Research Grants).

ACTIVE RESEARCH PROJECTS -- EXPERIMENT STATION*

<u>Department:</u>	<u>Total:</u>	<u>Federal:</u>	<u>Non-Federal:</u>
Agricultural Economics	16	15	1
Agricultural Engineering	7	6	1
Agronomy	17	11	6
Bacteriology	8	4	4
Chemistry	6	6	0
Cranberry Station	11	8	3
Dairy & Animal Science	14	12	2
Entomology & Plant Pathology	33	16	17
Food Technology	11	9	2
Forestry & Wildlife Mgt.	11	9	2
Home Economics	5	5	0
Horticulture	32	19	13
Landscape Architecture	4	2	2
Poultry Science	14	7	7
Veterinary Science	10	7	3
Totals:	<u>197</u>	<u>134</u>	<u>63</u>

*Detailed list is found
in Appendix.



See attached summary list under Appendix.

V. (d). FACULTY PUBLICATIONS. -- (Other Professional Activities).

Other Professional Activities

The Agronomy Department released a new strain of Orchard Grass (as yet not named) which is leafy, late-maturing, and very winter hardy.

The Department of Food Technology set up two new industry advisory committees -- one in Food Technology and the other in Food Management.

The Department of Agricultural Engineering's extension circular series received the first-place award in the National extension materials competition sponsored by the American Society of Agricultural Engineers. The number of graduate students in this department has increased from two in 1957 to nine in 1959.

Seniors graduating in Landscape Architecture won more seals than any other school in the Class B No. 3 competitive problem of the Landscape Exchange.

Anthony Federer, a Forestry major, graduated first in his class last June. He was the recipient of the St. Regis Paper Company Graduate Fellowship of \$1,000, a national Phi Kappa Phi Scholarship of \$2,500, and a National Science Foundation Fellowship of \$1,800. Two of these had to be surrendered -- he is now in the Graduate School of the University of Wisconsin.

Professor Mottla reports that television programs were presented on Channel 5, Boston (90 programs), Channel 2, Boston (27 weeks), and Channel 22, Springfield, (26 programs).

Dr. William J. Mellen of the Poultry Department received the Poultry Science research award for the most outstanding poultry research paper published during the preceding year. In addition he gave an invitational paper at a symposium on the use of radioisotopes in agriculture sponsored by the Argonne National Laboratories.

Of great significance to the apple industry of Massachusetts has been the research of Dr. F. W. Southwick (Horticulture) and Professor John W. Zahradnik (Agricultural Engineering) on controlled atmosphere storage of McIntosh apples. The value of these studies is, in itself, enough to justify our entire research budget for several years.

Dr. Ellsworth H. Wheeler (Entomology) was given a special Epsilon Sigma Phi award for ten years of outstanding extension work at the University. Dr. E. C. Gasiorkiewicz (Waltham Station) received the American Carnation Society Research Encouragement Award.

Exchange Professorship Program
Hokkaido University

Our exchange professorship program with the University of Hokkaido, Sapporo, Japan, is working out well. Drs. Drake and Westcott of our staff are in Japan for two years. During the past year, nine Japanese professors have been on our campus for varying periods of time. A list of these professors follows:

Kyuki Matsumoto
Sadao Sakamura
Seijin Nagao
Eikichi Sawada
Takeshi Kamma
Keiichi Oishi
Masahiko Takeshima
Kanzaburo Ishikawa
Araji Takaki

In addition, we were honored by having Dean Toichi Uchida visit Amherst in September for several weeks.



FUTURE PLANS AND NEEDS

During the past year the Extension Service has been under fire. Much thought has been given as to possible adjustments in this program. In view of the importance of this subject, the following statement by Associate Director Lloyd H. Davis is opportune:

During the last year special attention has been given to study of the extension program and adjustments needed to more adequately and more efficiently serve the needs of our changing society. In the past extension work, conducted cooperatively by the University and county extension personnel, has made significant contributions to the people of Massachusetts. These programs have provided scientific information, training and leadership that have enabled farmers to make drastic changes in their business operations. They are producing a greatly increased volume per man, per acre and per farm, with production costs that enable them to compete effectively with efficient producers in other areas. In spite of competition with industry for the use of labor and other resources in this industrial state, they have maintained a high level of farm production on a greatly reduced number of farms. Significant contributions have been made to improved efficiency of the marketing system and improved operations of many agricultural marketing firms. Contributions have been made to the conservation of natural resources and the developments of non-agricultural use of these resources, to the improvement of rural communities and the development of leadership qualities of rural people.

Through home economics programs, thousands of families have acquired knowledge that has enabled them to enjoy improved levels of living and more satisfying relationships within their families and their communities. Youth participating in 4-H projects have learned to do many important and practical things and through 4-H have developed personal characteristics and attitudes contributing greatly to their development. The whole staff in all departments of the College of Agriculture and the School of Home Economics and other members of the University staff have contributed importantly to these accomplishments.

Needs for Extension Today

Extension programs for the future must be developed to serve a vastly different society than we have known in the past. In agriculture, extension programs must serve the needs of generally well-educated, well-trained farmers operating large, specialized farms in a highly-competitive economy that changes rapidly and requires rapid adjustment to changing conditions. The organization must be geared to serve these people as its first responsibility. Such farmers demand highly-trained, highly-competent and highly-specialized assistance with individual production practices and equally competent assistance with the broad, complex



management decisions they face. Also, small-scale and part-time farmers, home owners, and others will continue to seek assistance with agricultural problems. These needs must also be served. Firms processing and distributing farm products will be a larger segment of agriculture in Massachusetts. They must have the latest in technical information provided by highly-competent research and extension workers. Home economics extension must work with people in all walks of life, providing a variety of types of information and training helpful to them in improved family living. This will include reduced emphasis on manual skills and increased emphasis on complex consumption decisions, personal relationships and community problems. Youth programs in extension deal less with teaching techniques of agricultural production and more with the problems of youth in an urban and suburban society.

Adjustments in Program

Major adjustments in programs have been made to provide improved service in this dynamic situation. A high degree of integration of research, teaching and extension activities within the College of Agriculture has helped to provide more competent, specialized assistance to farmers. Special programs developed for processing, marketing and food service industries, involving several departments in the college, are receiving strong support from the industry and increased emphasis in the extension program. Increased cooperation has been developed with other state colleges in New England to provide for joint use of personnel in extension programs and so to provide broader services without duplication of staff. In county extension work, we have begun to develop work on a regional rather than county basis so as to provide more specialized local extension workers. In home economics, increased attention is being given to family economics and human relations and work with urban and suburban groups is growing in importance. In 4-H, state and county workers are devoting more of their time to organizational work and leader training so as to reach a higher proportion of Massachusetts youth. New projects have been added to better serve the needs of suburban and urban youth.

Needs for the Future

Further adjustments must be made in the future. In agricultural extension work, drastic changes must be made in the organization of the field program if we are to provide the kinds of assistance that commercial farmers of today need. With a greatly reduced number of highly-trained farmers, operating greatly expanded operations, the county has ceased to be an effective unit for conducting agricultural extension. On a county basis and within the county salary system, it is not possible to employ the high degrees of competency and specialization that these farmers demand. While the counties



may continue to maintain a small staff of generalized agricultural agents to serve the needs of the small farmer and home owner for agricultural information, we must work toward the development of a system of regional and state-wide workers to serve commercial farmers. Such a field staff should have faculty status, with training and competency equal to other faculty members. The development of such a system will receive priority attention from Extension Administration.

One of the greatest needs in home economics is a closer integration of the specialist staff with the research and teaching staff. While this will contribute to the development of research and teaching programs, it will also strengthen the subject-matter base of extension work in this field. We should also work toward a closer organizational relationship between other segments of the University and extension programs serving a wide range of needs of the modern community. The organization should facilitate service by the whole University to a variety of community groups and a variety of needs.

In extension youth programs, we will continue to develop projects and other activities better serving the needs of urban and suburban youth. Staff members will continue to develop organization of lay leaders that will enable them to provide programs for more youth with the existing staff. Increased attention will be given to service to other youth agencies in areas where we have competencies that they need.

In this report I wish to emphasize the importance of several departments which have been somewhat overlooked during recent years. We have satisfactory teaching loads and good student numbers in Forestry and Wildlife Management, Landscape Architecture, and Arboriculture (in the Department of Entomology and Plant Pathology). In the debate -- "PRODUCTION AGRICULTURE" vs "FOOD PROCESSING, MANAGEMENT, AND DISTRIBUTION" -- it is important to remember that the College of Agriculture covers such a wide area that it is not possible to summarize the activities as either "PRODUCTION" or "FOODS."

Following action by the Board of Trustees to purchase land in Hadley for a new farm, there is need to make plans for new farm buildings and to start the building program as soon as possible. At the present time the Poultry Department is split -- with facilities at both the Tillson Farm and below Stockbridge Hall. High priority in the Capital Outlay Budget should be given to a new Poultry Plant -- plans for such a plant were deleted from the 1959-60 budget. It is hoped that plans for the completion of the Plant Science Building and its extended greenhouse range will be given a high priority in the Capital Outlay Budget. In the meantime provision will need to be made for moderate capital outlay for necessary fruit farm buildings at the new location.

Two to three acres of land are needed for the turf program in close proximity to the University. It is suggested that a "pitch and putt" golf course be established which would serve the research and teaching needs of the Agronomy Department and also provide facilities for golf instruction by the Division



of Physical Education. It could also be made available to students for recreational purposes.

Past and pending transfer of space in the Engineering Annex and Shop offer adequate space for Agricultural Engineering in the immediate future. Related to this space are two important needs:

- (1) Equipment, instruments, and slight structural modifications to make this space effective to the department.
- (2) Centralized office facilities near the laboratories. The present three-way split of office facilities is extremely inconvenient -- but more important, involves inherent limitations in coordination, supervision, and productivity (professional and sub-professional). It is urged that the \$50,000 request and plans for office development in the Engineering Shop Building be pressed for 1960-1961.

Two primary needs stand out above all others in the Department of Entomology and Plant Pathology. The first is additional space (laboratory and greenhouse) and facilities. Presumably we will soon have adequate space in Fernald Hall, but the matter of getting adequate funds to refurbish and equip this space and get personnel moved into it from other quarters presents a big problem. It is my understanding that a special allotment of \$150,000 has been proposed for these purposes, but I have no assurance that it will be made available. I presume this will have to be in the form of a special budget asking. If so, it is none too soon to get it prepared and under way.

The second need is for the expansion of various lines of research to reduce the general problem of pesticide residues which has recently been brought home to everyone by the cranberry fiasco. Here are some of the possibilities we have to consider and get under way to help avoid similar difficulties in the future: (1) more work on pesticide residues (cooperative with the Control Service) and with safer materials, including the new biological agents as pesticides; (2) selection and breeding of insect-resistant and disease-resistant crops, including trees, shrubs and flowers (cooperative with Horticulture and Agronomy); (3) effects of modern pesticides on wildlife, livestock and beneficial insects, including bees; (4) initiation of a project on the biology and control of mosquitoes because of their relation to livestock and human health, as well as the associated pesticide hazard aspects.

The future development of the Department of Forestry and Wildlife Management should proceed in the following areas:

- (1) Fisheries Management. The Department is now well known for its program in wildlife management, but it is weak in fisheries. The demand for trained men in this professional field is strong in both sport and commercial fisheries. We urgently need to add another staff member to strengthen our offerings in this area and to work with the State and Cooperative Wildlife Research Unit in developing a strong research program in support of graduate work. Facilities in the new Natural Resources Building when completed will be adequate to accommodate such a program.



- (2) Wood Utilization and Technology. Historically, the Department has concerned itself predominantly with forest production. Its programs at all levels -- instruction, research, and extension - have been tailored to this pattern. The need for a better balanced program has been apparent for some time, and gradually, though slowly, adjustments have been made in recent years. Development has been limited, however, by lack of physical facilities and insufficient personnel. The Natural Resources Building will rectify the first difficulty, and one more staff member the second problem. We should look shortly to offering an undergraduate major in this area, and a graduate and research program as well. And any development here will at the same time materially strengthen extension activities and instruction in forest management.

There is increasing need in Veterinary Science and other departments for provision for changing some positions from Technical Assistant to a grade between that and Instructor "A". Needed technicians in bacteriology and histopathology are difficult to locate, in part, because of geographical location. In considering such change, permission to enroll in the Graduate School should be kept in mind as a desirable perquisite. We have at least two Laboratory Assistants (Grade 4) whose work more closely approximates that of Animal Room Attendant (Grade 5).

The Department of Food Technology will be in a much stronger position after the addition to Chenoweth Laboratory has been made. There are plans to develop additional applications for research grants such as those from the National Institutes of Health. Such grants provide strong and effective support for the basic research program.

Finally it is recommended that the Department of Communications be transferred from the College of Agriculture to the University. When this is done it is important that personnel involved with Agricultural Communications be either transferred with responsibilities to Agricultural Administration (no department head) or have clearly defined duties if they remain in the Department of Communications.

FPJ:dmr
12/3/59.

-- Fred P. Jeffrey



V. (a). FACULTY PUBLICATIONS. -- (Scientific).- Journal Series Papers only.

Oct. 1958

C. L. Goldman and Warren Litsky.
"The Sensitivity of *Acetobacter gluconicum* strain 2G to Potassium Chloride in the Growth Medium." Canadian Journal of Bacteriology.

G. H. Snoeyenbos, H. I. Basch and Martin Sevoian.
"Infectious Synovitis. II. Drug Prophylaxis and Therapy." Avian Diseases.

G. H. Snoeyenbos and H. I. Basch.
"A Further Indication of Egg Transmission of Infectious Synovitis." Avian Diseases.

B. W. Calnek and Hubert Jehnich.
"Studies on Avian Encephalomyelitis. I. The use of a Serum-Neutralization Test in the Detection of Immunity Levels." Avian Diseases.

Martin Sevoian, G. H. Snoeyenbos, H. I. Basch, I. M. Reynolds.
"Infectious Synovitis - Clinical and Pathological Manifestations." Avian Diseases.

W. B. Becker.
"Further Tests with BHC Emulsion Sprays to Keep Boring Insects out of Pine Logs in Massachusetts." Journal of Economic Entomology.

Peter C. Steve.
"Observations on Parasites and Predators of the Little House Fly *Fannia canicularis* (L.) and the Latrine Fly *Fannia scalaris* (Feb.)" Journal of Economic Entomology.

R. L. Ticknor and P. F. Bobula.
"Asalea Hardiness Studies." American Rhododendron Society Quarterly Bulletin.

Nov. 1958

R. L. Ticknor, J. R. Havis and P. F. Bobula.
"Pre- and Post-Planting Treatments for Weed Control in Nursery Lining Out Stock." (For Weed Control Conference).

J. R. Havis, R. L. Ticknor and P. F. Bobula.
"Influence of Soil Moisture on the Activity of Eptc, Cdec, and Cipc." (For Weed Control Conference).

W. H. Lachman and L. F. Michelson.
"Weed Control in Carrots - 1958." 1959 Proceedings of the Northeastern Weed Control Conference.

W. H. Lachman and L. F. Michelson.
"Weed Control in Sweet Corn - 1958." Proceedings of Northeastern Weed Control Conference.

Dec. 1958

F. R. Shaw.
"The Effects of Field Application of Some of the Newer Pesticides on Honey Bees." Journal of Economic Entomology.

V. (a). FACULTY PUBLICATIONS. -- (Scientific) (Continued)

- Dec. 1958 Andre Bolaffi and Warren Litsky.
"Studies on the Use of Plastic Petri Dishes for the Cultivation of Bacteria." Journal of Milk and Food Technology.
- Bansi Lal Amla and F. J. Francis.
"Phytic Acid Treatments for Prepeeled Potatoes." American Potato Journal.
- G. E. Livingston and Chee-Teck Tan.
"The Effect of Forty-Three Years of Storage on Strawberry Preserves." Food Technology.
- Pericles Markakis, G. E. Livingston, Herbert Stone, F. J. Francis and I. S. Fagerson.
"An Anthocyanin of the American Cranberry." Food Research.
- Jan. 1959 R. L. Ticknor and P. F. Bobula.
"A Comparison of Wounding Methods on the Rooting of Three Rhododendron Varieties." American Society for Horticultural Science.
- O. M. Olesiuk and Henry Van Roekel.
"Pathological and Immunological Observations Concerning Avian Pleuropneumonia - Like Organisms." Proceedings of Conference on the Biology of the Pleuropneumonia-Like Organisms (New York Academy of Sciences.)
- Feb. 1959 F. J. Francis, G. E. Livingston, Remo Franceschini and Theodore Wishnetsky.
"Color Changes in Pigment-Free Residues from Gamma-Irradiated Green Beans, Broccoli, Sweet Potatoes and Carrots." Food Technology.
- I. S. Fagerson.
"Gas Chromatography in Food Research." Food Engineering.
- March 1959 R. J. Lavigne.
"The biology of the meadow spittlebug, Philaenus leucophthalmus (L.), in Massachusetts." Journal of Economic Entomology.
- April 1959 D. N. Maynard, Bertram Gersten and L. F. Michelson.
"The Effects of Boron Nutrition of Tomatoes on the Occurrence of Tomato Fruit Disorders." Proceedings of the American Society for Horticultural Science.
- R. M. Dutcher, R. B. Read, Jr. and Warren Litsky.
"The Immunological Antigenicity of Rapid Heat Inactivated Viruses. I. Newcastle's Disease Virus." American Journal of American Veterinary Medical Association.
- Heinrich Fenner and J. G. Archibald.
"A Critical Study of Energy Determination in Fresh and Dried Cow Feces." Journal of Dairy Science.

V. (a). FACULTY PUBLICATIONS: -- (Scientific). - continued

April 1959

J. W. Zahradnik.

"The Controlled Atmosphere (C-A) Apple Storage Process and its Requirements on Refrigeration Structures and Systems." (For presentation at annual meeting of American Society of Heating, Refrigeration and Air Conditioning Engineers.)

F. J. Francis, Bansi Lal Amla and Athanasios Kiratsous.

"Control of Exudation in Prepeeled French-Fry Potatoes with Antibiotics." Food Technology.

B. W. Calnek and Hubert Jehnich.

"Studies on Avian Encephalomyelitis. II. Immune Responses to Vaccination Procedures." Avian Diseases.

May 1959

R. M. Dutcher, C. L. Goldman, J. J. Stavros and Warren Russell.

"Loss of Virulence for Mice of a Chick Embryo Adapted Strain of MEFl Type II Poliomyelitis Virus." Virology.

J. L. Blaisdell and J. W. Zahradnik.

"Longitudinal Temperature Distribution in a Scraped-Surface Heat Exchanger." Food Technology.

B. M. Zuckerman.

"Fusicoccum Canker of the Highbush Blueberry in Massachusetts." Plant Disease Reporter.

Martin Sevoian and B. W. Calnek.

"Avian Infectious Hepatitis - III. Treatment of Chickens in Egg Production." Avian Diseases.

June 1959

J. W. Zahradnik, J. T. Clayton and J. E. Steckel.

"Chemical Scrubbers for Control of Poultry House Atmospheres." Agricultural Engineering.

R. E. Smith, I. M. Reynolds and Tamotsu Sakai.

"Experimental Leptospirosis in Pregnant Ewes I. Clinical, Bacteriological, and Serological Features." The Journal of Infectious Diseases.

B. M. Zuckerman.

"A Method for the Concentration of Nematodes from the Baermann Apparatus." Proceedings of the Helminthological Society of Washington.

July 1959

H. V. Marsh, Jr., F. W. Southwick and W. D. Weeks.

"The Influence of Chemical Thinners on Fruit Set and Size, Seed Development, and Preharvest Drop of Apples." American Society for Horticultural Science.

F. E. Potter.

"The Product - Homogenized Half and Half." American Milk Review and Milk Plant Monthly.

E. C. Roberts and R. J. Lavigne.

"Fungus Gnat Found to Inhibit Development of Turfgrass." USGA Journal and Turf Management.

V. (a). FACULTY PUBLICATIONS. -- (Scientific) - continued

- July 1959 Rouben Kachikian, C. R. Fellers and Warren Litsky.
"A Bacterial Survey of Commercial Frozen Breaded Shrimp."
Food Technology.
- August 1959 W. H. Lachman and L. F. Michelson.
"Effects of Warm Storage on the Bolting of Onions Grown from
Sets II." Proceedings of the American Society for Horti-
cultural Science.
- F. J. Francis.
"Discoloration and Quality Maintenance in Cole Slaw."
Proceedings of the American Society for Horticultural Science.
- Bansi Lal Amla and F. J. Francis.
"Alcohol Formation and Respiration Rates in Prepeeled
Potatoes." Proceedings of American Society for Horticultural
Science.
- J. S. Norton.
"Frost Protection of Cranberries by Sprinkler Irrigation."
Agricultural Engineering.
- G. H. Snoeyenbos, H. I. Basch and Martin Sevoian.
"An Infectious Agent Producing Hepatitis in Turkeys."
Avian Diseases.
- O. M. Olesiuk and Henry Van Roekel.
"The Effects of Antibiotics on Experimental Chronic Respira-
tory Disease in Chickens." Avian Diseases.
- W. J. Mellen and B. C. Wentworth.
"Comparison of Methods for Estimating Thyroid Secretion Rate
in Chickens." Poultry Science.
- Sept. 1959 Henry Van Roekel.
"A New Look at the Present Pullorum Disease Status."
Poultry Science.
- H. G. Abbott.
"White Pine Seed Consumption by Small Animals." Journal of
Forestry.
- H. E. White.
"Mineral Element Uptake by Carnation Plants under Seasonal
Day Length and Supplementary Illumination." American Society
for Horticultural Science.
- H. E. White.
"The Effect of Supplementary Light on Growth and Earliness
of Flowering of Carnations (Dianthus caryophyllus)."American
Society for Horticultural Science.
- Additional: J. R. Smyth, Jr. (Poultry) collaborating with F. P. Jeffrey
(Administration), contributed a chapter on the Artificial
Insemination of Poultry to a textbook entitled "The Artificial
Insemination of Farm Animals" - published by The Rutgers
University Press.

V. (a). FACULTY PUBLICATIONS. -- (Scientific). - continued

Miscellaneous: W. J. Mellen and B. C. Wentworth.

March 1959 "Thyroid Studies in the Domestic Fowl Utilizing Radioiodine."
To be presented at 4th Conference on Radioactive Isotopes
in Agriculture and will be published as a symposium by the
Atomic Energy Commission.

B. M. Zuckerman.

"Coryneum Canker of Highbush Blueberry." Phytopathology.

May 1959

F. R. Shaw.

"New Records and Distributions of the Biting Flies of
Mt. Desert Island, Maine." Mosquito News.



APPENDIX.

ACTIVE PROJECTS. FISCAL YEAR 1959-1960

Department of Agricultural Economics--

- Hatch #41 Production Adjustments on Representative Massachusetts Farms. B. D. Crossmon.
- Hatch #42 The Structure and Relationship of Freight Rates on Feed to Poultry Feed Prices in the East. A. A. Brown.
- Hatch #43 An Economic Study of Farm to Market Bulk Tank Holding and Hauling Milk. H. G. Spindler.
- Hatch #44 Economic Analysis of the Organization and Operation of Connecticut Valley Cash Crop Farms. J. W. Callahan.
- Hatch #45 Changes in the Character and Distribution of Population in Massachusetts and their Relation to Agriculture and Land Use in Rural Areas. NE-31. David Rozman.
- Hatch #46 Profitability of Alternative Forage Programs on Specific Farms. NE-43. B. D. Crossmon.
- Hatch #47 Profitability of Irrigation on Representative Farms. NE-33. Irrigation. B. D. Crossmon.
- Hatch #125 Problems in Marketing New England Flowers Through Wholesale Channels. NEM-8. Marketing Floricultural Products. Elmar Jarvesoo.
- Hatch #126 Costs and Efficiency in Marketing Poultry. NEM-21. Marketing Poultry. A. A. Brown.
- Hatch #127 Analysis of New Milk Merchandising Developments. NEM-14. H. G. Spindler.
- Hatch #128 Improved Marketing for Ornamental Nursery Products in New England. NEM-15. Elmar Jarvesoo.
- Hatch #142 Land Use Shifts in Farming Areas of Massachusetts. David Rozman.
- Hatch #145 The Economics of Balancing Supplies with Demand for Fluid Milk in Massachusetts Markets. NEM-13. Marketing Milk. H. G. Spindler.
- Hatch #147 The Relationship of Marketing Arrangements to the Structure Organization of the New England Broiler Industry. NEM-21. A. A. Brown.
- Hatch #170 Contractual Arrangements in Marketing Northeastern Processed Fruits and Vegetables. NEM-23. Sales Organizations for Marketing Northeast Processed Fruits and Vegetables. R. A. Fitzpatrick.
- State #5131 A Survey to Determine Consumer Food Purchasing Habits and Needs for Additional Shopping Facilities in a Western Massachusetts Trading Area. E. W. Bell and T. W. Leed.

APPENDIX. (2)

Department of Agricultural Engineering--

- Hatch #48 Thermal Destruction of Bacterial Spores and Heat Labile Vitamins in the Temperature Range of 250-300°F. R. W. Kleis.
- Hatch #50 Mechanical Handling Methods for the Production of Superior Forage. NE-13. Mechanization. R. W. Kleis.
- Hatch #51 The Mechanization of Cultural, Harvesting and Market Preparation Operations in Cranberries. J. S. Norton.
- Hatch #52 Refrigerated Fruit Storage. E. A. Johnson.
- Hatch #146 Investigation of Low Cost Housing for Poultry. NE-8. Poultry Housing. J. T. Clayton.
- Hatch #155 Engineering Investigation of Intermediate Moisture Content Forage. NE-13. R. W. Kleis.
- State #5112 Low Cost Cooling System for Walk-in Egg Coolers. R. W. Kleis.

Department of Agronomy--

- Hatch #3 The Evaluation and Use of Flint Lines in Flint Dent Hybrids. H. M. Yegian.
- Hatch #4 The Improvement of Havana Seed Tobacco. R. A. Southwick.
- Hatch #7 Control of Forage Crop Weeds in Massachusetts. Jonas Vengris.
- Hatch #9 Movement and Importance of Vaporous Soil Moisture under Various Turf Grasses. W. G. Colby.
- Hatch #10 Soil Fertilizer Phosphorus. Mechanism of Fixation and Release and the Role of Supplementary Materials in Increasing the Efficiency of Phosphate Utilization. J. E. Steckel.
- Hatch #11 Breeding Improved Strains of Orchard Grass for Massachusetts and the Northeast. H. M. Yegian.
- Hatch #12 Effects of Supplemental Irrigation on Various Soils and Crops. NE-22. Irrigation. W. G. Colby.
- Hatch #172 Effects of Fertilizer Nitrogen on Availability and Uptake of Plant Nutrients. NE-39. Soil Nitrogen. J. E. Steckel.
- Hatch #173 Investigation of New Methods for Harvesting and Curing Havana Seed Tobacco for Use in the Manufacture of Cigar Tobacco Binder Sheet. R. A. Southwick.
- Hatch #174 Biological Studies of Common Annual and Perennial Weeds in Massachusetts. J. Vengris.
- Hatch #181 Evaluation of Certain Adapted Forage Grasses under a System of Intensive Fertilization and Cutting Improvement. R. A. Southwick.
- State #5001 Potato Variety Tests. W. G. Colby.

APPENDIX. (3)

Department of Agronomy--(continued)

- State #5002 Exploratory Study of Soil Erosion. W. G. Colby.
- State #5004 Yield and Mineral Composition of Forage Crops as Influenced by and Potash Fertilizer and Fertilizer Practices and Management. W. G. Colby.
- State #5113 Effect of Fertilizer Elements on the Vigor and Persistence of Top Growth and on the Development of Roots of Common Turfgrass Species. W. G. Colby and J. Troll.
- State #5114 Investigations on Soil and Fertilizer Forms of Nitrogen and and Cyanamid Phosphorus and their Relation to Plant Growth. W. G. Colby.
- State #5126 Response of Various Turfgrass Species and Strains of Different and Turf Fund Cultural Practices under Conditions of Actual Play. W. G. Colby.

Department of Bacteriology--

- Hatch #14 Bacteriological Study of Sewage Disposal Plants. W. Litsky.
- Hatch #15 Attempts to Improve the Efficiency of Farm and Commercial Vinegar Making Methods. Determination of Optimum Conditions for the Conversion of Alcohol to Acetic Acid by Acetobacter. W. Litsky.
- Hatch #17 "Come-up" Time Milk Pasteurization. R. B. Read, Jr.
- Hatch #138 The Effect of Beta-Propiolactone on the Immunogenic Property of Cells of Salmonella Typhimurim. R. B. Read, Jr.
- Public Health Studies on Commercial Scale Milk Pasteurization October 1959-
#2771 August 1960. R. B. Read, Jr.
- Public Health Thermal Death Time Characteristics of Milk Organisms Sep-
#E 1137 tember 1958-December 1959. R. B. Read, Jr. and R. M. Dutcher.
- Public Health Poliomyelitis Antibody Production in Mice and Rats by Induced
#E 2645 (a) Ascetes. June 1959-May 1960. R. M. Dutcher.
- Public Health Identification of Bacteria by Gas Chromatography. January 1959-
#E 2635 December 1959. R. B. Read, Jr. and W. Averill (Food Tech).

Department of Chemistry--

- Hatch #25 Sorption Studies on the Hemicelluloses of Some Non-Woody Plants. E. Bennett.
- Hatch #26 In Vitro Studies on the Production of Volatile Fatty Acids from Single Substances of Known Structure Particularly Carbohydrates by Microorganisms from Mature Bovine Rumen. E. Bennett.
- Hatch #27 The Influence of Base Exchange Ions in Soil on the Availability of Potassium and Other Cations. Mack Drake.
- Hatch #28 Boron as Related to Soil Fertility and Crop Production. Mack Drake.
- Hatch #29 Mineral Composition of Forage Crops as Influenced by Soils and Soil Treatments. Mack Drake.

APPENDIX. (4)

Department of Chemistry--(continued)

Hatch #97 The Chemistry of Raspberry Canes in Relation to Cold Hardiness.
E. Bennett.

Cranberry Station--

Hatch #116 Weed Control in Cranberries. C. E. Cross.

Hatch #117 Cranberry Bog Moisture Studies. F. B. Chandler.
1. Drainage of Cranberry Bogs.
2. Irrigation of Cranberry Bogs.

Hatch #118 Flooding Management in Cranberry Bogs. C. E. Cross.

Hatch #119 Injurious and Beneficial Insects of the Cranberry. W.E.Tomlinson.

Hatch #121 Small Fruit Disease Investigations. B. M. Zuckerman.

Hatch #122 Climatology and Northeastern Agriculture. NE-35. Climatology.
C. E. Cross.

Hatch #133 Value of Refrigeration in Marketing Fresh Cranberries. J.R.Beattie.

Hatch #144 Biology and Control of Nematodes Associated with Plant Diseases.
NE-34. Nematodes. B. M. Zuckerman.

State #5017 Cranberry Disease Investigations. C. E. Cross.

State #5018 Weather Observations with Reference to Frost Protection. C.E.Cross.

State #5019 Cranberry Breeding. F. B. Chandler.

Dairy and Animal Science--

Hatch #30 Mineral Elements in Cows' Milk: Tin, Boron, Arsenic, Magnesium,
Sulphur, Lead. J. G. Archibald.

Hatch #31 Germicidal Agents for Agricultural Use. W. S. Mueller.

Hatch #32 Antioxidants of Cacao Origin for Agricultural Products. W.S.Mueller.
and Cocoa Fund

Hatch #33 Pre- and Post-Ovulatory Factors Affecting Fertilization and
Embryonic Survival in Dairy Cattle. NE-41. Dairy Breeding.
W. G. Black, R. C. Foley, et al.

Hatch #34 Physiology and Reproduction of Dairy Cattle. W. G. Black.

Hatch #37 Quality in Roughage. J. G. Archibald.

Hatch #39 Field Testing and Refining Five Measures of a Dairy Sire's
Transmitting Ability. S. N. Gaunt.

Hatch #148 Antigenic Factors in the Blood of Swine. L. N. Baker.

Hatch #164 Dairy Plant Automation. D. J. Hankinson.

Hatch #165 The Role of Emulsifiers in Dairy Products. F. E. Potter.

APPENDIX. (5)

Dairy and Animal Science--(continued)

- Hatch #177 Genetic Aspects of Total Solids of Milk Solids-not-fat and its Compounds. S. N. Gaunt.
- Hatch #179 Efficiency of Energy Utilization in the Ruminant. J. M. Elliot.
- State #5095 Sire Evaluation Fund. (Under Hatch #39).
- State #5121 The Relation of Barn Atmosphere and Vacuum Line Sanitation to and Walker Fund Off-Flavors in Milk. D. J. Hankinson.

Department of Entomology and Plant Pathology--

(Botany Section)

- Hatch #20 Root Diseases of Parsnips and Control Measures. E. F. Guba.
- Hatch #23 Properties and Importance of Some Fungous and Virus Diseases of Carnations and their Control Measures. E. C. Gasiorkiewicz.
- Hatch #24 Infection Cycle and Control of Peach Canker Caused by the Fungus FusicoccumAmygdali Delacroix. E. F. Guba.
- Hatch #169 Holly Die-Back and its Control. E. F. Guba.
- State #5011 Investigations of Fungicides that Promise Value in Apple Diseases. E. F. Guba.
- State #5012 Systemalogy, Ecology and History of Monochaetiae and Pestalotiae. E. F. Guba.
- State #5014 Effect of Carnation Mosaic Carnation Streak and Carnation Yellow on the Production of Carnation Flowers. E. C. Gasiorkiewicz.
- State #5015 Chemical Soil Treatment for the Control of Carnation Fusarium Wilt Caused by Fusarium Dianthi. E. C. Gasiorkiewicz.
- State #5016 Determination of Fungous and Bacterial Pathogens in Commercial Propagating Stock of Carnations. E. C. Gasiorkiewicz.
- State #5078 Determinations of Fungous and Bacterial Pathogens in Commercial Propagating of Stock of Geraniums. E. C. Gasiorkiewicz.
- State #5088 Chemical Treatments for the Control of Forcing Lily Diseases and their Effect of Production and Quality. E.C. Gasiorkiewicz and H. E. White (Horticulture).
- State #5116 Studies with Fungicides for Use on Florists Crops. E.C.Gasiorkiewicz. Cal. Spray Chem. Co.

(Shade Tree Section)

- Hatch #110 The Nature and Development of Tree Wilt Diseases. NE-25. Tree Diseases. M. A. McKenzie.
- State #5068 Study of Fungus and Insect Pests of Trees in Massachusetts. M. A. McKenzie.

APPENDIX. (6)

Entomology and Plant Pathology--(continued)

(Entomology Section)

- Hatch #53 Insects Concerned in the Dispersal of Dutch Elm Disease with Special Reference to the Native (American) Elm Bark Beetle. W. B. Becker.
- Hatch #55 Control of Insects on Cucurbits in Relation to Yield and Quality. W. D. Whitcomb.
- Hatch #56 Materials and Methods which Promise Value in Control of Insects and Mites on Ornamental Shrubs and Shade and Forest Trees. W. B. Becker.
- Hatch #58 Pesticide Residues on or in Agricultural Products. NE-36. Pesticide Residues in or on Raw Agricultural Commodities. F. R. Shaw.
- Hatch #59 Use of Insecticides to Prevent Borer Damage to Unseasoned Logs. W. B. Becker.
- Hatch #139 Insects in Relation to Forage Crops in Massachusetts. F. R. Shaw.
- Hatch #151 Biology and Control of Carrot Weevil Attacking Carrots. W. D. Whitcomb.
- Hatch #166 Biology and Control of Flies Affecting Livestock and Domestic Fowls. J. H. Lilly and F. R. Shaw.
- Hatch #167 Investigation of Losses of Honey Bees from Application of Pesticides and from Bee Diseases, and Methods of Reducing Such Losses. F. R. Shaw.
- Hatch #175 Biology and Control of Plant Parasitic Nematodes Affecting Massachusetts Crops. R. A. Rohde.
- Hatch #180 Etiology and Control of Needle Blight of White Pine. W. Banfield.
- State #5027 Use of Systematic Insecticides to Control Insects on Ornamental Trees and Shrubs. W. D. Whitcomb.
- State #5021 Investigations of Materials which Promise Value in Insect Control. W. D. Whitcomb.
- State #5023 Control of Plum Curculio. W. D. Whitcomb.
- State #5025 Apple Maggot Control. W. D. Whitcomb.
- State #5029 Study of the Chemical and Biological Control of the Japanese Beetle and Other Insect Pests of Lawns under Massachusetts Conditions. W. B. Becker.
- Public Health Biology and Taxonomy of Plecoptera. February 1959-January 31, #E 1442 1960. J. F. Hanson.
- Public Health Biology of the Plecoptera of the Eastern Seaboard Region. #E 1442 C4 February 1960-January 1961 - pending. J. F. Hanson.

APPENDIX. (7)

Entomology and Plant Pathology--(continued)

(Entomology Section)

State #5129 To Determine Effects of Sevin and DDT on Harmful and Beneficial and Union Carbide Arthropods on Forests and Wildlife. J. H. Lilly.

Department of Horticulture--

(Floriculture Section)

Hatch #61 Effect of Nutrient Elements, Light and Temperature on Growth of Carnations. Paul Eck, H. E. White, etc.

Hatch #65 The Effects of Temperature and Daylength on the Flowering of Anemone Coronaria. G. B. Goddard.

Hatch #152 Radioisotope Studies on the Accumulation and Distribution Pattern of Calcium and Phosphorus in Croft Lily Plants. A. W. Boicourt and H. E. White.

Hatch #160 Effects of Additional Illumination at Various Stages of Growth on Flower Bud Initiation and Development of Poinsettias. G. B. Goddard.

Hatch #161 Nutritional and Physiological Studies on Potted Plants. Paul Eck and F. J. Campbell.

State #5100 The Use of a Urea-Formaldehyde Nitrogen Compound as a Source of and Uramite Nitrogen for Florists' Crops. H. E. White.

State #5101 Use of Perlite as a Soil Conditioner. F. J. Campbell. and Perlite Inst.

State #5127 New Annual Variety Evaluations Under New England Conditions. F. J. Campbell.

(Olericulture Section)

Hatch #86 Breeding Sweet Corn, Peppers and Field Tomatoes for Massachusetts. W. H. Lachman.

Hatch #87 Weed Control in Vegetable Crops. W. H. Lachman.

Hatch #88 Vegetable Breeding for the Improvement of Quality and Adaptability. R. E. Young.

Hatch #89 Nitrogen and Temperature Relationships in Greenhouse Tomatoes. R. E. Young.

Hatch #90 The Study of Various Practices Used in Harvesting, Handling, and Marketing Certain Native Vegetables as they Relate to Post Harvest Length of Life, Quality and Consumer Acceptance. D. N. Maynard.

Hatch #92 Studies of Life History of Northern Nutgrass as Related to Methods of Control. NE-42. Weed Control. W. H. Lachman.

Hatch #93 Breeding Quality Sweet Corn for Early Market. NE-32. Breeding Sweet Corn. W. H. Lachman.

Hatch #137 Mineral Nutrition of Vegetable Crops as Related to Certain Physiological Disorders. D. N. Maynard.

APPENDIX. (8)

Department of Horticulture--(continued)
(Olericulture Section)

State #5046 Seed Improvement. R. E. Young.
B.M.G.A.

State #5047 The Culture and Nutrition of Vegetable Crops. W. H. Lachman.

State #5048 The Effect of Simulated Hail Damage on Selected Vegetables.
Rain & Hail G. B. Snyder.
Ins.

State #5085 The Culture and Nutrition of Vegetable Crops. (Pickling Cucumbers). C. L. Thomson.

(Pomology Section)

Hatch #98 Black Root Rot of Strawberries. J. S. Bailey.

Hatch #99 Nutrition of Cultivated Blueberries. J. S. Bailey.

Hatch #94 Mechanical Injury on McIntosh Apples for Harvesting and Packing.
O. C. Roberts.

Hatch #95 Influence of Chemical Treatments on Flowering and Fruiting of
Fruit Trees. F. W. Southwick.

Hatch #96 The Nutrition of Apple Trees. W. D. Weeks.

Hatch #182 Winter Storage of Strawberry Plants. J. S. Bailey.

State #5052 Improvement of the Wild Lowbush Blueberry. J. S. Bailey.

State #5053 Chemical Control of Weeds in Fruit Planting. J. S. Bailey.

State #5054 Influence of Orchard and Post-Harvest Treatments on Metabolism
of Tree Fruits. F. W. Southwick.

State #5055 Evaluation of Rootstocks for Tree Fruits. W. D. Weeks.

State #5089 Apple Orchard Irrigation. W. J. Lord.

State #5108 Evaluation of Fruit Varieties for Massachusetts. W. D. Weeks.

Department of Food Technology--

Hatch #66 and Glass Container Increasing Marketability of Processed Fruit and Vegetable
Products Through Improvement in Quality. W. B. Esselen et al.

Hatch #67 Home Preservation of Foods by Methods Other Than Canning.
W. B. Esselen et al.

Hatch #68 The Role of Cooling Methods, Chemical Washer, and Prepackaging
in Improving the Quality of Fresh Fruits and Vegetables.
F. J. Francis.

Hatch #69 Processing and Utilizing McIntosh Apples and Cranberries.
W. B. Esselen et al.

APPENDIX. (9)

Department of Food Technology--(continued)

Hatch #71 Effect of Pesticides on the Quality of Fruits and Vegetables. NE-15. Pesticides & Quality. I. S. Fagerson.

Hatch #132 The Effect of Handling, Processing and Chemical Treatment on the Shelf-Life and Quality of Fresh Vegetables. NEM-18. Quality Maintenance. F. J. Francis.

Hatch #157 The Effect of Handling, Processing and Chemical Treatments on the Shelf-Life and Quality of Pre-Peeled Potatoes and Frozen Food Products. NEM-20. Marketing Potatoes. F. J. Francis.

Public Health Isolation and Identification of Volatile Compounds Associated
#RG 5848 with Incipient Deterioration of Foodstuffs. January 1960-December 1960. I. S. Fagerson and F. M. Sawyer.

Public Health Identification of Bacteria by Gas Chromatography. W. Averill
#E 2635 (A) and R. B. Read, Jr. (Bacteriology).

National Science Carotenoid Biosynthesis in Tomatoes. July 1959-June 1962.
Foundation Grant F. J. Francis.
(pending)

Department of Forestry and Wildlife Management--

Hatch #72 The Culture of Coniferous Nursery Stock in Massachusetts.
D. L. Mader.

Hatch #73 Forest Stand Improvement by the Use of Chemicals to Kill Inferior
Trees. A. D. Rhodes.

Hatch #74 A Method to Minimize the Adverse Effect Upon Tree Form of Attack
by the White Pine Weevil. A. D. Rhodes.

Hatch #75 Growth and Yield of Managed Forests. A. D. Rhodes.

Hatch #76 Natural Regeneration of Eastern White Pine from Seed. A.D.Rhodes.

Hatch #78 Influence of Soil Conditions on the Growth of Forest Stands.
Part I. Red Pine NE-27. Forest Tree Improvement. D. L.Mader.

Hatch #79 Animal Damage to Agricultural Crops in Massachusetts.
W. G. Sheldon and R. E. Trippensee.

Hatch #123 Marketing Lumber in Massachusetts. NEM-24. Marketing Lumber
in the Northeast. R. S. Bond.

Hatch #136 Artificial Regeneration of Eastern White Pine and Other Conifers
by Direct Seeding. H. G. Abbott.

State #5041 Management of Game. (U.S. Dept. of Interior and Fish & Wildlife
Service Cooperating).

N. E. Forest White Pine Growth Study. A. D. Rhodes.
Service

APPENDIX. (10)

Department of Home Economics--

- Hatch #82 Tryptophan Metabolism in Human Subjects. A. W. Wertz.
- Hatch #83 Influence of Dietary Levels of Protein and Certain Vitamins on the Metabolic Relationships of Tryptophan and Nicotinic Acid. NE-37. Nutritional Status. A. W. Wertz.
- Hatch #135 Growth and Reproduction of Rats Maintained on Natural All-Plant Rations. A. W. Wertz.
- Hatch #154 Effect of Pregnancy and Administration of Ovarian Hormones on the Content of Pyridine Nucleotides in Rats' Livers. M. E. Lojkin.
- Hatch #168 Consumer Expenditures, Income and Savings in Massachusetts. 1958. E. W. Hanczaryk.

Department of Landscape Architecture--

- Hatch #84 Control of Weeds in Nursery by Chemical Sprays. P. F. Bobula and ----- (Ticknor replacement).
- Hatch #85 Hardiness in New England of Commercially Available Rhododendrons and Azaleas. P. F. Bobula and ----- (Ticknor replacement).
- State #5043 Rapidity of Growth of Nursery Stock. P. F. Bobula and ----- (Ticknor replacement).
- State #5044 Herbaceous Perennial Trials. P. F. Bobula and ----- (Ticknor replacement).

Department of Poultry Science--

- Hatch #100 The Interrelationship of Growth with Other Physiological Factors of Chickens. T. W. Fox.
- Hatch #104 Genetic Resistance to Histomonas Meleagridis Infestation in the Turkey. W. J. Mellen.
- Hatch #105 Inheritance of Fertility and Hatchability in Turkeys. J. R. Smyth, Jr.
- Hatch #106 The Relation of Dietary Energy to Other Nutrient Requirements of Growing and Breeding Turkeys. D. L. Anderson.
- Hatch #149 The Effect of Mineral Balance on the Requirements of Laying Chickens for Maintenance, Production and Reproduction. D. L. Anderson.
- Hatch #159 Thyroid Physiology in Chickens and Turkeys. W. J. Mellen.
- Hatch #178 An Investigation of Possible Pleiotropic Effects of Plumage Color Genes in the Chicken. NE-6. Breeding Poultry. T. W. Fox.
- State #5059 Genetics and Physiology of Length of Incubation Period in the Chicken. J. R. Smyth, Jr.
- State #5060 The Development of Inbred Lines of White Plymouth Rocks. J. R. Smyth, Jr.

APPENDIX. (11)

Department of Poultry Science--(continued)

- State #5061 Effect of Sperm Survival Time in the Female Reproduction Tract on Fertility and Hatchability. J. R. Smyth, Jr.
- State #5106 A Study of the Effects of Serpasil on the Productive and Reproductive Performance of a High Egg Production Strain of Chickens under Different Environmental Conditions. D.L.Anderson.
- State #5109 The Effects of Temperature and Humidity on Farm Egg Holding
J. H. Vondell.
- State #5118 The Effects of Certain Organic and Inorganic Diluents on the Fertilizing Ability of Turkey Sperm. J. R. Smyth, Jr.
- State #5128 Physiological Effects of Agricultural Sprays on Avian Production.
Forestry & Wildlife Coop.
D. K. Wetherbee.

Department of Veterinary Science--

- Hatch #111 Respiratory Diseases of Poultry with Emphasis Given to Infectious (IB) and Chronic Respiratory Disease (CRD) and Newcastle Disease (ND) Bronchitis. K. L. Bullis et al.
- Hatch #114 Infectious Synovitis in Chickens and Turkeys. M. Sevoian.
- Hatch #115 Nocardia Mastitis in the Cow. W. K. Harris.
- Hatch #141 Relationship of Riboflavin to the Development of Leptospirosis.
R. E. Smith.
- Hatch #150 Avian Infectious Hepatitis. M. Sevoian.
- Hatch #153 Avian Encephalomyelitis. B. W. Calnek.
- Hatch #158 Pathology of Breeding Failures in Cattle with Particular Reference to Leptospirosis and Unknown Causes. R. E. Smith.
- State and ARS Investigations of Air Sac Infection with Emphasis Given to its Control and Eradication. H. Van Roekel.
- State and Lederle Respiratory Diseases. (Under Hatch #111). K. L. Bullis.
- State and DeKalb Control of Avian Encephalomyelitis with Special Emphasis on Serological Tests. B. W. Calnek. (Under Hatch #153).

UNIVERSITY OF MASSACHUSETTS
College of Arts and Sciences

From: Dean of Arts and Sciences

10 December 1959

To: The President

Subject: Annual Report: Arts and Sciences

I have the honor to submit herewith the report for the College of Arts and Sciences for the year ending 30 September 1959.

As requested, the report is organized under the indicated headings.

I. Appropriations:

In accounts 03 through 15, and including capital outlay the appropriations for the college have been:

<u>1957-58</u>	<u>1958-59</u>	<u>1959-60</u>
\$88,335	\$82,100	\$112,300

II. Personnel by ranks:

	<u>1957-58</u>	<u>1958-59</u>	<u>1959-60</u>
Professors	41	40	43
Associate Professors	28	34½	38½
Assistant Professors	52½	59½	69 1/3
Instructors	<u>81</u> 202½	<u>73½</u> 207¼	<u>72½</u> 228 1/3

III. Omitted



IV. Students:

Students majoring in the Arts and Sciences were

<u>1957-58</u>	<u>1958-59</u>	<u>1959-60</u>
1,815	1,750	2,043

The enrollment in Arts and Sciences in this University has for some years been above the national average for institutions of this sort. Current Freshman enrollment shows no decline; on the contrary it is up by 5% of the total class.

Various departmental majors are indicated in the appended departmental reports.

During the years indicated, however, Arts and Sciences taught considerably more than its own students. The extent of this service function is indicated by the following:

	<u>Number of grades (total University)</u>	<u>Percentage of grades (Arts and Sciences)</u>
Fall) 1957-58	23,279	63.9%
Spring)	23,055	64.4%
Fall) 1958-59	27,286	60.7%
Spring)*	-----	---
Fall) *1959-60	-----	---
Spring)*	-----	---

In including this factor in calculating the work load of Arts and Sciences, it must be remembered that this includes far more than merely introductory work. It should also be borne in mind that these are undergraduate

figures only; in addition, Arts and Sciences carries a major share of the

* Figures not available. Average number of grades is 24,036 and average percentage is 63%.



graduate program. This tendency is also increasing.

V. Faculty publications are listed in an appendix. Research projects and grants are too numerous for summary treatment. They will be found in the departmental reports attached.

VI. Of special interest as a program is the Language Institute now being conducted on our campus under the auspices of the Federal Government. Summer institutes in Mathematics and Biology were carried forward during the summer.

VII. Future Plans and Needs

There is a convenience in presentation as well as a certain logic in beginning this section with a discussion of what I think is satisfactory in the College of Arts and Sciences; there will follow an outline of what I think needs to be done in the near future.

a) In general, I am fairly well satisfied with the general structure of the requirements for the B.A. and B.S. degrees as they were established by the Faculty in the spring of 1957. Our curriculum, as is true in every institution, represents a sort of dynamic balance among competing forces. These are not only the various departments or disciplines but also the generalists as against the specialists and those who might be called the culturalists as against those more vocationally impelled. There are days, I might add, when the principle struggle seems to be the chemists against everyone else.

There is, of course, no permanent solution to the problem of the curriculum this side of the Heavenly Gates. In an ideal situation in which there were no worries about how students were going to earn their livings in a highly specialized society and in which one had a faculty



all attractive and equally dedicated, not departmentalized and with all the time in the world, there would be no problem of the curriculum. We could come down solidly for the principle that college is for the purpose of awakening the student's interests and giving him the opportunity to cultivate them. Unfortunately none of these situations obtains; we do not have students who are adequately prepared for this sort of experience and not enough of the right kind of faculty to handle them if they were; the expansion of knowledge has imposed an increasing degree of specialization on the faculty and this reflects itself in their demands on the students; and whether or not we like to admit it, just beyond the gate lies a world in which 'getting and spending' is an important activity. Since, then, we are not ourselves a cultured leisure class and are dealing with a group to whom the values of such a class seem somewhat remote, we cannot merely turn the students loose to browse. This, in turn, imposes on us the obligation to set up some sort of pattern for them and this involves our deciding what that pattern ought to be. I cannot say that we have been completely successful but we are as good as most.

I do not believe that a curriculum in the arts and sciences can escape the requirements of its peculiar responsibility which is to maintain and transmit to the oncoming generations those intellectual achievements which have formed the history of our civilization. We may not always be correct in our identifying these but I suspect that by and large we are closer to the mark than are our critics. Our goal remains people, not skills and, in the long run, it is people who endure. I cannot resist adding that these considerations are increasingly



reflected in the approach of the last as professional schools to their own curricular problems. We welcome the attempts of the engineering profession, the business schools, and others to improve themselves and note with satisfaction that they do it by attempting to be more like the colleges of arts and sciences.

- b) I have seen no reason in the last year to change my initial analysis that the best way to improve education in the University of Massachusetts is to improve the faculty. The corollary of this proposition is that the College of Arts and Sciences cannot subsist on instructorships and assistant professorships any more than any school on the campus. Within the last year, however, I think I see signs that our policy is beginning to pay. By way of example, I might cite the improvement in music instruction occasioned by the work of Dr. King, the revitalization of our work in Botany and Geology and, above all, in Physics, the rapid growth of the Government Department, the increased interest in the development of graduate work in History. That there are weak spots is not in itself surprising. Much remains to be done in Music and Art, although Dr. Houten's accomplishments to date have been remarkable. The situation in some departments is not happy but in these cases we have done about what we could within the requirements and limitations of our system. Although the situation in English is more hopeful than recently, more time will be needed, and what direction Chemistry will take in the immediate future is a problem. Nevertheless, it is now settled policy that we need not solve all of our problems with the personnel resources available at a given time on the campus. I am both grateful for this policy and pleased with the results thus far.



c) It is a matter of deep regret that I cannot report that we have moved out of Fernald, Old Hall, and Liberal Arts Annex. The opening of the addition to Coe's Hall has helped a great deal but the situation in the other areas is such that I am glad we do not have to contemplate many more months in our present quarters.

So far as the future is concerned, there are a good many more problems than solutions. I list a few with the understanding that the order of their discussion in no way suggests a priority.

a) The organization of the College:

1. A major need continues to be the appointment of an associate dean. During my incumbency I have occupied myself with three matters: budgets, faculty and the curriculum. The whole area of student relations and advising remains pretty largely untouched. Within a few months we will have the space to put an associate should one. I strongly recommend that we use our powers under the Freedom Bill if we must but we must in any event do something, and soon.
2. Every day brings added confirmation that we have not arrived at the perfect solution to the problem of departmental leadership. I do not know the answer to this one; I do know, however, that there are some problems in Arts and Sciences which cannot be solved with the present department heads.
3. Although the institution of the Executive Committee of the College has proved initially successful, it has not yet become as active as it should -- and will in the future.



b) Curricular problems:

I do not at the moment foresee any radical developments. The desire of the humanists to have more humanities seems now to be counterbalanced by the desire of the scientists to have more science. The social scientists appear to exist by virtue of the stalemate, their wits and that the students flock there in numbers. There will be some elaboration of the curriculum in Art which I hope will be balanced by a simplification of the offering in English. Music, long an educational disgrace, is now in fair shape so far as the catalog goes; if we can make certain that the courses are properly taught, we will cease being a cause for public embarrassment. The experiment in Astronomy, which I had thought a limited operation, now shows promise of lusty growth -- at least, it is lustily calling for sustenance. We need to sit down and decide just what we are in for here and thereby discourage any false hopes that may be germinating. Last, although anything but an afterthought, is the matter of geography. This subject was in the original curriculum of the Massachusetts Agricultural College; when and why it was dropped is not certain. That I have not taken it up sooner represents no prejudice on my part -- although literature in the field, with pictures, is readily available -- but merely that the needs of nineteen other departments seemed more urgent.

I reserve for separate treatment the problem whether we should institute formal instruction in Religion. A great many institutions offer such instruction. And certainly religion offers an object of study in itself which is scarcely adequately dealt with through courses in history, philosophy, or the social sciences. Whether we should have



such a department and what it should do will be a matter for prayerful consideration.

c) The pattern of teaching:

Although the movement toward the large lecture pattern is proceeding rapidly, there remain areas of resistance and a shortage of facilities for this sort of teaching. There is no solution except to keep working at it and to lose no opportunity to build rooms large enough to hold classes of an economical size.

d) The extra curriculum:

This is a matter which to me ordinarily has all of the attractiveness of a case of plague. I open it now with reluctance and only because I think we have got ourselves in a box. To recapitulate: out of an entirely laudable ambition to straighten out the finances, we have ended with the usual cumbersome machinery which, like all such, becomes a promotional agency for the secondary.

There are two undesirable results: One, we have lost all spontaneity in our extra-curriculum; three boys cannot get together to pick four-leaf clovers without permission of the Senate, a set of books in Mr. Buck's office and complete insignia of office. Two, the extra-curricular organization becomes a vested interest which actually impedes the development of the curriculum. I have in mind our difficulties last year in scheduling our 'experimental' plays because of a conflict with the class plays -- a hangover from the 'Golden Age'; my present difficulties with the Chorale; what I think I foresee with the Roister Doisters, and the like.

This is a matter for the most earnest consideration.

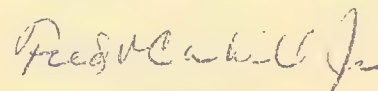


e) Buildings:

There are now in construction or in planning all of the buildings that will be needed for the program in arts and sciences during the next few years except:

1. A building for the arts. I have discussed this before and need not repeat here beyond saying that these are areas that require specialized facilities as much as do the natural sciences. I should add that although these are the visual and performing arts, so far as a university is concerned with them they are regarded as objects of study. Their needs are therefore not met by performing space and are in no way ancillary to that sort of project.
2. Facilities for Astronomy: Whether we really need this is still an open question but the pressures are building up. This is one reason why we should decide soon how far we intend to go in this area.
3. A teaching auditorium easily available to the social sciences. I have in mind something on the order of the University of Connecticut's semi-detached teaching rooms. I think we should plan to seat about 350 students, provide preparation space and install permanent audiovisual facilities. It should be close to Machmer Hall, either attached or immediately adjacent.

Respectfully submitted,



Fred V. Cahill, Jr.

APPENDIX

Faculty Publications

<u>Author</u>	<u>Article</u>	<u>Title</u>
Howell, Howard E.	Pamphlet	How to culture molds
Howell, Howard E.	Article	New species and varieties of <u>Clitocybe</u> from Michigan
Howell, Howard E.	Article	Interesting fungi from Massachusetts
Howell, Howard E.	Article	Notes on fungi from Northern Canada IV. <u>Tricholomatraceae</u>
Howell, Howard E., and Nelson, Margaret E.	Article	Life history studies of <u>Mycosphazella eastiana</u> and <u>M. typica</u> Northern Pyrenomyceses I. <u>Canadian Eastern Arctic</u>
Howell, Howard E., Jr.*	Book	The Constitution: Cases and Comments
Johnson, George W.*	Article	Conjugation in Cyclopropanes. Attempted Acylation, Alkylation, Cyanohydrinlation and Deuterium Exchange
Johnson, George W.*	Article	Symplectics and Spectra of Substituted Cyclopropanes. Steric and Conjugative Effects
Koppino, Lewis A.	Article	O-Acylhydroxyamines. I. A Synthesis of α -Benzoylhydroxyamine
Kopeland, Thomas W.	Book (Editor)	The Correspondence of Edmund Burke
DePillis, Mario S.	Article	Still More Light on the Kendall Colony: A Unique Shogger Letter
Lorenson, David	Article	On certain polynomials associated with orthogonal polynomials
Reidman, Robert S.*	Article	The effect of chlorpromazine on the brightness discrimination of rats with habits and fixations
Roland, William D.*	Article	Hydrodynamic Theory of Spontaneous Fission
Gentile, Arthur C.*	Article	Influence of seed coats on germination, respiration, and water uptake of Eastern white pine seed

<u>Name</u>	<u>Article</u>	<u>Title</u>
Benfield, Arthur G.*	Article	Influence of the seed coat on germination, water absorption and oxygen uptake of Eastern white pine seed
Canfield, Arthur G.*	Abstract of paper	The effect of 3-amino-1,2,4 triazole on algal phosphor-glase
Goldberg, Maxwell H.	Report	CEA 1950-58 Survey and Interpretation
McGwin, George, Jr.	Article	Encyclopaedia Britannica Articles on Chicopee, Holyoke, Springfield, Westfield
Foss, Albert H.*	Monograph	Recognition of Vehicles by Observers Looking into a Searchlight Beam
Goldberg, Bronislaw M.*	Article	Structure and Division of Trichomonas tenax
Goldberg, Bronislaw M.	Article	Further Observations on Pathogenicity of Trichomonas Gallinae and <i>T. vasinialis</i> to mice
Goldberg, Bronislaw M.*	Article	Observations on thermal resistance of Trichomonas Gallinae and <i>T. vasinialis</i>
Howard, Marshall G.	Article	Patents and other Factors in the Operations and Prospects of Non-Integrated Aluminum Processors
Howard, Marshall G.	Article	The Role of Patents in the Creation and Growth of Small Industrial Units Aluminum Processing Industry
Howard, Marshall G.	Article	Patents and Other Factors in the Aluminum Processing Industry
Harold, Vincent	Article	The Italian League, Francesco Sforza, and Charles VII
Johannsson, Warren I.	Article	The Connecticut River Valley (Geology of)
Jones, Phillips R.	Article	Total Cross Sections for Multiple Electron Stripping in Atomic Collisions at Energies to 100 Kev.
King, C. Wendell	Article	Nurse-Worker Communication: Some Sociological Considerations
Korson, J. Henry	Article	The Social Sciences
McGill, George E.	Map with text	Geologic Map of the Northwest Flank of the Flint Creek Range, Western Montana
Mandel, Manley*	Article	Utilization of 1-Amino-2-Propanol by a Soil Bacterium
Mandel, Manley	Article	The temperate phases of <u>Serratia</u>

<u>Name</u>	<u>Article</u>	<u>Title</u>
Mitchell, John H.*	Review	A Review of Literature on Technical Writing
Myers, Jerome L.*	Article	Changes in S^d and S^T Rates During the Development of an operant Discrimination
Myers, Jerome L.	Article	On the Interaction of T-10 Sealed Variables
Pekashi, Robert A.	Article	Argentine Political Parties, 1957-1958
Reagle, John B., Nagle, John L.	Abstract of paper Article	Molecular Motion in Solid 1, 2-dichloroethane On the Temperature Dependence of the Pure Quadrupole Spectrum of Solid 1, 2-dichloroethane
Rand, Frank P.	Book	Village of Amherst, A Landmark of Light
Rand, Harold*	Article	Biotin Deficiency in the Hamster
Roberts, John E.*	Article	The Reaction of Peroxydisulfuryl Difluoride with Sulfur Dioxide and with Fluoride
Roberts, John R.*	Article	The Apparent Molar Refraction of Some Aqueous Rare Earth Nitrates
Roberts, John L.	Article	Photoperiod as a Factor in thermal acclimation of metabolism by sunfish, <i>Lepomis gibbosus</i>
Rose, Israel M.	Book	A Modern Introduction to Cellase Mathematics
Rosen, Philip	Article	The Clock Paradox and Thermodynamics
Smith, Harold T. U.	Report	Report of the Photo-Interpretation Committee
Snedecor, James G.*	Abstract of paper	Effect of hormones on the glycogen content of the chick glycogen body
Stein, Richard S.	Article	The Orientation of Polyethylene
Swanson, Joe W.	Article	A Footnote to Mrs. Lazarewitz on Wittgenstein
Swartz, Marc J.	Article	History and Science in Anthropology
Swenson, Paul A.	Article	Amino Acid Leakage from Ultraviolet-Irradiated Yeast Cells

* Co-author

<u>Name</u>	<u>Article</u>	<u>Title</u>
Telchmer, Warren H.	Article	Assessment of Mean Body Surface Temperature
Telchmer, Warren H.	Article	Reaction time in the cold
Telchmer, Warren H.	Article	Measurement of relative body surface temperature variation and a concept of skin temperature stress
Traver, Jay R.	Article	Uruguayan Mayflies Fam. Leptophlebiidae Pl. I
Traver, Jay R.	Article	The subfamily Leptohyphinae: Part II, etc.
Traver, Jay R.	Article	Classification of Ephemeroptera I. Behningiidae
Traver, Jay R.*	Article	Subfamily Leptohyphinae (Ephemeroptera) Pt. I
Traver, Jay R.	Article	Some Merican and Costa Rican Mayflies
Wagner, Robert W.	Article	A Note on Linear Difference Equations
Wilkinson, Thomas O.*	Book	The World's Metropolitan Areas
Woodside, Gilbert L.	Article	The Ultrastructure of Lung Tissue from Embryo and Newborn Mice
Yablonsky, Lewis	Article	Group Psychotherapy and Psychodrama For Drug Addicts
Yablonsky, Lewis*	Article	Psychodrama Theory and Practice
Yablonsky, Lewis*	Article	Progress in Psychodrama

* Co-author

School of Business Administration
University of Massachusetts

Prologue

Much has happened to the School of Business Administration during the year 1958-1959. We continue to grow slowly in recognition and in strength. There is to be detected a bit more spirit among the faculty, a bit more acceptance of intellectual attainments and vigor and a great deal more determination in business affairs of the School. At last the Dean feels that attention to students, advising, registration and teaching as well as research show some effectiveness or at least greater efficiency.

With all its faults and assumed defects, our departmentalization beginning September, 1959, has allocated responsibilities and increased the experience and maturity of our faculty as has no other factor to date. It is not possible for a group of human beings to avoid the impact of their specialties. Departmentalization provides a point of interest, a point of responsibility that transforms an interest into a structure. No other way can a Dean have a path to responsibility nor test the ability of professional men to carry on their real jobs. If we wish it we can enhance the autonomy and freedom of movement within a School. In this politically oriented Commonwealth with its thoroughly corrupting influence on higher education the more we permit freedom of intellectual experiment within the organization the more we can help compensate for the interference of even conscientious public administrators. But to be frank I doubt if any university School or College within the University can ever fully compensate for the subtle influences that come from Boston, with its rigid classification system, its little nuisances like signing absent slips for faculty or penalty of perjury and its untenable tenure system, its centralized purchasing system (not always utilized either) and its line budget which is probably the most harassing of any system of

controls. I do not doubt, however, that the political education afforded an administrator at Massachusetts goes far beyond that afforded the less controlled universities. There also run our loose the guncs are of "integrating" and "avoiding" rules established to satisfy a need not related to the administration of a University? If one is basically devoted to education one must always and forever attempt to square his conscience with the rule making authority that seems to have little knowledge of the University. This is changing now and is bound to change in the future. In the meantime, the School of Business Administration operates within all the limitations and joys of whatever resources and excitement prevails. Unless you feel that the Dean has "gone batty" on this I would remind you that he is basically an optimist and has sympathy for human nonsense, for the human urge for safety and security against arbitrary administrators and for the urge of some to seek protection in a gentle mediocrity. There are some on our campus that can revel in the sordidity of such conditions and carry on a show of scholarship without undue strain on the brain. Anyone who stirs the cobwebs of this delightful culture is bound to conclude that he has caused a revolution. He has done no such thing. He has only tried to create conditions for the men and women of intellectual stature to breathe and to re-examine the performance of good people gone mediocre through default.

Within this framework has the School of Business Administration attempted to take its proper place on this campus. It is decidedly on its way but it has a distance to go. Anyone who glances through two recent published studies: THE EDUCATION OF AMERICAN BUSINESSMEN by Professor Pierson (Financed by the Carnegie Corporation) and HIGHER EDUCATION FOR BUSINESS by Gordon and Howell (Financed by the Ford Foundation) will know that Schools of Business Administration cannot be either smug or too self confident. There is still a tremendous amount to do to produce an effective curriculum, faculty and student body. In the hands of

Journal of Business Administration these articles are going to indicate the direction of improvements. On the heads of most things it will focus attention (not really needed) on most of the same blocks at "vocational education." These latter articles do not believe in snobbery in all its forms; is still snobbery whatever the evidence to prove or disprove. It is filled with this type of snobbery. It must be born of provincialism, smugness and frustration due to the passing of the village of days gone by. But the picture of such a small community must be satisfying. It must be like conjuring up the delights of a Thanksgiving dinner spent at "Grandma's house" years ago. And I certainly have no objections to grandmothers or dinners. I do object to a "picture" that has long since outlived its usefulness, or even its reality.

Some Facts and Figures

<u>1. Appropriations</u>	<u>1939-58</u>	<u>1958-59</u>	<u>1959-60</u>
03	\$ 1100	\$ 2000	\$ 6700*
10	700	700	900
12	300	300	300
13	900	1000	1000
14	1300	1500	1500
15	1700	1500	1500

* The rise on this account is due to the extra compensation for newly appointed Department Chairmen. At the present time the compensation is based on a specific per cent of the basic salary: 12% in the Department of Marketing, 13% in Management and 15% each in Accounting and in General Business and Finance. This comes to \$4070 for 1959-1960.

At the moment it is not clear whether each year, this formula for compensating Chairmen, must be reviewed or whether possibly a more "permanent" solution might be used or invented.

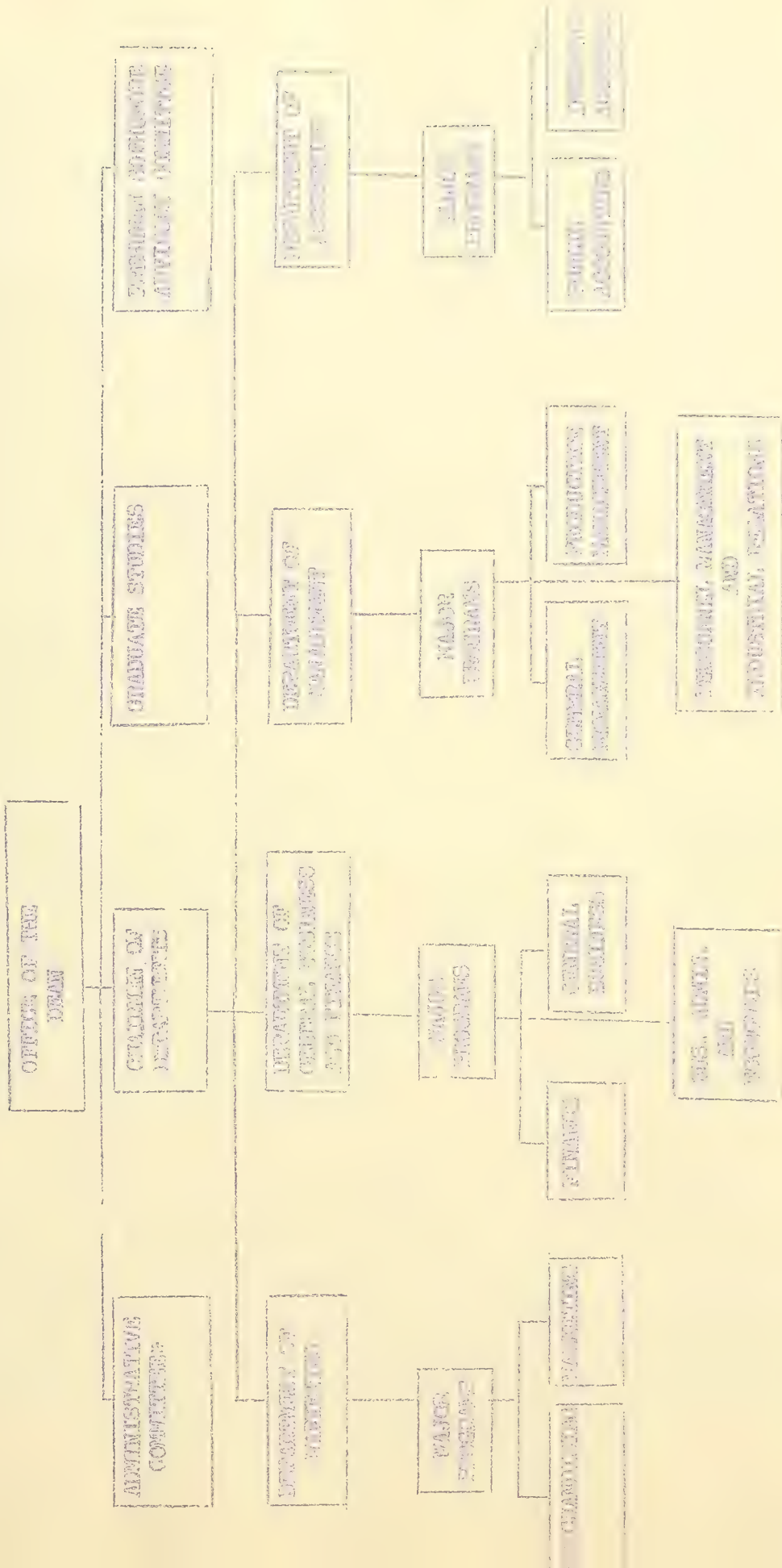
<u>Number of Personnel</u>	<u>1957-58</u>	<u>1958-59</u>	<u>1959-60</u>
Professors	3	2	2
Associate Professors	0*	1	3
Assistant Professors	1	2	1
Instructors	2	2	4
	<u>16</u>	<u>17</u>	<u>19**</u>

* One of the men here was designated as a Visiting Lecturer.

** This total does not include a faculty member teaching part time (1/2) for the Fall, 1959 only.



SCHOOL OF BUSINESS ADMINISTRATION



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AS OF FALL Semester

<u>Students</u>	<u>1957-58</u>	<u>1958-59</u>	<u>1959-60</u>
Accounting	72	50	50
Business and Finance	102	77	75
Management	50	46	42
Marketing	19	42	51
* Freshmen	121	125	107
* Sophomores	137	123	113
Graduate students	<u>14</u>	<u>25</u>	<u>31**</u>
Total students in School	500	514	615**
Total students taught	1250	1314	1311**

*Students in the School of Business Administration select their major Departments in the second half of their Sophomore year. Until then they are under the jurisdiction of the Freshman-Sophomore Advisory Committee. The Chairman of this Committee is responsible to the Dean and is a member of the Administrative Policy Committee.

** This number includes 56 in the Pittsfield M.B.A. Program. This is included because it is an integral part of our program including those who teach at Pittsfield.

In further explanation of these figures it must be mentioned that the School has no courses for freshmen and only a year of elementary Accounting for our sophomores. Although this is based on the educational philosophy of a broad education in the first two years we do find we have problems difficult to overcome (not impossible to overcome, of course). We set the total program for six four years. We advise freshmen and sophomores but our total staff is usually fixed by our teaching needs rather than our advising needs too. As a result we generally lack adequate aid during periods of preregistration or registration, distribution of mid-semester grades. In short we have not, anywhere in the teaching profession, established the same "capital" needs as a public utility. It needs generators sufficiently large to take the "peak load" even though such capital is not used to capacity all the time. The analogy would not be pertinent for us if we had other ways to use personnel than only teaching, viz. Research.



The Faculty

Since becoming Dean in July, 1957, six men have joined our faculty: Associate Professors Cheng and Kyler, Assistant Professor Conlon, and Instructors Krzystofik, Burch and Elkins. The latter was appointed in 1957. In this time only Dean Lilo Kimball has left. I firmly believe that we are developing a 'core' of excellent men, devoted to scholarship and good teaching, anxious to build the School into a first rate institution and anxious to develop an 'esprit de corps' badly needed. I particularly noticed this kind of development beginning in 1958.

Generally it has been my experience that one must have a "core" of a few excellent men who act both as a stabilizing influence and as an influence to stir intellectual growth. Each new man who comes in enters an environment calculated to prod, stimulate and condemn sloppy thinking. I know that this kind of a faculty takes time to develop but it must and can be done. This School cannot afford to stifle men of good mental capacity by an oppressively sterile environment, a smug and comfortable performance. As our objectives are known and our standards for tenure and promotion become more firmly fixed what is wanted and needed will aid us in getting good men. This is my fond hope as it is the rest of the University. We can do a lot even before "Boston" loses some of its prerogatives and patronage.

I think it more appropriate to indicate what each man is doing and has done:

Associate Professor John Anderson: Appointed Chairman of the Department of Accounting, September 1, 1959. He is a member of the Education Committee of the Massachusetts Society of C.P.A.'s. He, with other members of the Accounting staff helped organize the Northeastern Regional group of the American Accounting Association. Professor Anderson is currently rewriting a chapter of a well known text in Accounting.



Instructor George Durak: Currently continuing his quest for a Ph.D. at Clark University.

Associate Professor Pao Cheng: One of our best scholars and research men and so far recipient of two University Teacher's Grants, he has filed an application for a Ford Foundation Research Fellowship. His research projects are "A Theory of Financial Fines" and "Rates of Change of Cyclical Indicators." The National Tax Journal of December, 1959 published his article: "Compensatory Property Taxation, An Alternative."

Assistant Professor John Conlon: Recently appointed Chairman of the Department of Management. He is completing his Ph.D. thesis in Labor Arbitration Cases for Michigan State University.

Assistant Professor Robert Drew-Bear: He has begun working for a Ph.D. here. Aside from his teaching he is particularly active in retail consulting work and, during the summer, in our annual retailing conference.

Instructor Arthur Elkins: One of our younger and newer instructors. He plans to begin work on his Ph.D. in Management this coming summer.

Instructor John Fitzgerald: He is continuing his study on his B. A. at the University of Connecticut.

Associate Professor Lawrence Hackmack: One of our active faculty members. He is completing a case book on Production Management for the American Book Company. Last summer he was a Personnel Consultant for the V. A. Hospital at Florence. He is continuing that relationship once each month.

Professor Harold Hardy: Appointed Chairman of the Department of Marketing in September, 1959. He is working on a statistical analysis of job supply and demand in marketing positions for business.

Instructor Anthony Krzystofik: He is working toward his M.A. at the University of Connecticut.

Associate Professor Rudolph Kyler: Conducting a study on Comparative Taxation, Foreign Countries with the U. S. This he hopes will develop into a book.

Assistant Professor Robert Lentilhon: He recently received his C.P.A. certificate from Massachusetts. When he took his examinations he passed with the highest score and received a gold medal. He was active in forming the Northeastern group of the American Accounting Association and served as Secretary for the first meeting as well as a member of the organizing committee.



Associate Professor James Lullie. Appointed Chairman of the Department of General Business and Finance in September, 1959. He is completing a book on Financial Institutions and has been asked to complete an article for the Finance Journal. He is chairman of the third region of the American Finance Association. Last summer he was invited to attend the Merrill Center Economic Seminar at Long Island (run by Professor Thorpe of Yeshiva College). Like Dr. Cheng, he is one of our most active men in research and writing.

Professor Walter O'Donnell: His achievement was receiving his Ph.D. from Columbia University. His thesis is being considered for publication by the Columbia University Press and the California Management Review is seriously considering an article on Decision Making, Dr. O'Donnell's chief field of interest. He is planning a text in this field. Last summer he was selected to attend a Seminar on New Developments in Business Administration held at the University of Denver. Ford Funds. Carnegie Tech. Management.

Associate Professor Robert Rivers: In collaboration with Professor Alfred Brown he is working on a text in Transportation.

Associate Professor Frank Singer: He has a Teacher's Research Grant to study Accounting Practices. Along with Dr. O'Donnell he also attended the Seminar at the University of Denver. Considering that only 35 men were selected it was unique for us to send two men. Among our Accountants Dr. Singer is probably the most interested in research.

Associate Professor Harold Smart: His chief interest is in teaching and here he does a very good job.

Assistant Professor Zanc: His extra time is spent completing his work toward his Ph.D. from the Department of Economics

As for myself I expect publication soon on an article I wrote a few years ago on the American Labor Ideology. I have an interest in the Personnel Director and would like to make an extensive survey of that whole area of development. Last summer I was invited, along with 17 other Deans throughout the country (tenure of less than five years) to attend a "Colloquium" at Dartmouth College. With Ford money and Carnegie Tech. brains (Professor Herbert Simon, along with excellent men from other Universities) we had an intensive week of lectures,



reading and discussions. Currently (by the time this report is completed and sent along it will have been decided) I am trying to decide whether or not to accept an invitation to teach graduate courses in Economics this summer at the University of Wisconsin. Incidentally, I participated in the program of the New England Conference of Schools of Business Administration last November.

I might add here that there have been and continues to be, many "fringe benefits" from having been accredited by the American Association of Collegiate Schools of Business. A few can be listed:

1. We receive all announcements from the Foundations to nominate candidates for research grants and fellowships.
2. We have opportunities to attend seminars financed by various Foundations like the ones mentioned above.
3. We are asked to nominate candidates for the Harvard School of Business Administration Summer Case Work Study Seminars.
4. We have been accepted into the membership of Beta Gamma Sigma, a scholarship honorary society.
5. I receive numerous invitations to go to conferences and meetings that would otherwise not be available to us.

I shall not argue here the validity of restricting all such advantages to members of the Association. I only mention that all this has placed our School where it must be: among the educational institutions that must notice our existence and take account of our work. This, in itself, puts our own faculty on notice that they have a professional standard to maintain and improve beyond the campus and beyond the Commonwealth of Massachusetts.

Special Programs

Consistent with our growth and participation in public service we are taking on programs of one kind and another.



1. Beginning in September, 1959 we established an L. B. A. Program at Pittsfield. The plans for this branch of our School were completed this summer with officials from the Pittsfield Chamber of Commerce and from General Electric. A Trust Fund was set up to finance the project.

We were pleased that 56 students registered. We are offering, over a period of about three years, the same L.B.A. curriculum that we have on the campus. It is too soon to appraise the Pittsfield venture but there is no reason it should not be successful. The faculty comes from both the School and from the Department of Economics.

2. Arrangements were made this past summer with the Experiment in International Living (U. S. Headquarters in Putney, Vermont) to plan for two programs: the JET (Junior Executive Training) made up of about 20 to 30 European Business Executives, all college graduates for a six weeks session beginning in April and ending in May, 1960. Our course plans for this group are about completed. Professor Hackmack is coordinator and on his committee are Professors Cheng and Miller (Miller is from Economics).

The second program will be a similar one for about 20 Swiss retail druggists and will be held next summer, 1960 for four weeks. Men from our Department of Marketing and Professor Leed of the Department of Agricultural Economics will participate in the program.

3. We had the second Retailing Conference in October. Although it was successful it was not as fully attended as the one held last year. Our publicity was not as effective and probably the timing of the conference itself. Before the next one we shall spend time examining our errors and where we might improve.



4. Under the heading here of "Special Programs" I might add three other items:

a. The National Food Brokers Association assigned us a \$250 scholarship to be awarded to a qualified student in the Department of Marketing.

b. The Massachusetts Association of Real Estate Boards assigned us \$250, \$100 of which to be granted the best student in our course in Real Estate and the other ⁽⁵⁾\$150 to be used to purchase books and periodicals related to the field of Real Estate.

At this moment I am not sure whether these grants are to be continued indefinitely or to be one-shot affairs. This will be settled fairly soon.

With the current number on our faculty I feel, at times, as if we have reached the point of diminishing returns should we add any more programs. Although many of these mean added opportunity for faculty compensation and this keeps the faculty doing more significant work than, say teaching in a junior college, still one also wishes to have time for regular teaching and for research as well as pure study. Where to draw a line between excessive "outside" programs and the "right" amount would require a better instrument for measurement than I have yet seen. One can always fall back on the cliché that "it depends on the individual." And cliché or not, it seems to me that we have men here that can do an enormous amount of work and come up for more. Others are "pooped out" in a short time. We have some, I am sure, that would prefer to do "programs" rather than regular teaching or research. They seem to feel there is more "prestige" in it. As a matter of fact this feeling is quite widespread among Schools of Business Administration and is a development of Management Consulting and the flattering compensation that more often than not, goes beyond the regular pay thus placing the regular job on a lower level



of interest. This is a problem resulting from many of our special programs...not only ours, but those elsewhere. When I hear the names of I.I.T. and Harvard worry, then I suspect it is a problem. On the other hand we have not gone far enough into the field to get too cautious about the results. Our problem is the number on our faculty as related to the volume of outside programs.

Departmentalization

Rather briefly I wish to discuss the nature of our newly created departments. As indicated in my prologue the members of the new departments have taken hold marvelously well. It appears to be entirely new for all concerned and particularly for the chairmen. Bit by bit they are taking hold. My only problem is when to time the release of the obligations I had before Chairmen were appointed. This is not too important because I can always expect someone to ask me if what is being done had not better be done in a department.

We have kept our Administrative Policy Committee intact. Along with the four department chairmen we have added the chairman of the Graduate Studies Committee and the chairman of the Freshman-Sophomore Advisory Committee. This latter Committee did a tremendous job of preregistering 278 freshmen and sophomores recently.

The Administrative Committee is extremely important and potent as the advisor of the Dean. It handles all discussions of proposed new courses, all cases involving tenure and promotion and all other matters not brought before the Faculty at its monthly meetings. In its composition it is probably unique in that among the chairmen there is only one full professor. Two are associate professors and one is an assistant professor. The Chairman of the Freshman-Sophomore Advisory Committee is an assistant professor, the chairman of the



Chairman Committee is a full professor. This has caused to the dismay
 many of those that only full professors should advise on tenure and promotion
 cases and there are critics on this campus of the idea. It is true that full
 professors, however, excellent they might be, are not the exclusive source
 of wisdom nor the sole guardians of administrative skill. In my experience I
 have not found that the vested interests of a full professor were less than
 that of one of lower academic rank. As for objectivity, that is an
 individual matter and only indirectly related to rank. Whatever the intellectual
 arguments in support of or contrary to having ranks lower than full professors
 on an Administrative Committee our own Committee will continue to function as
 at present as is. It is a wonderful School for its members and I only hope its
 influence spreads to other parts of this School and, possibly, the University.

Probably the greatest innovation on this campus is the appointment of
 Chairmen as Chairmen and not as Heads of departments. Another innovation is
 an appointment on a term basis: two years for the first time and five years
 for a reappointment or a new Chairman. Although there is no unusual logic
 involved in term appointments they do avoid some difficult administrative
 problems. It is much easier to ease a poor man out or much easier for a good
 man, who prefers to teach, to leave without loss of "face." Furthermore, no
 tenure attaches to the Chairmanship and this itself is a boon to mankind.

Future Plans and Needs

1. One of the most important items for us is: when are we likely to build
 our new building. The plans are ready to go and, I believe, they have been
 accepted. Draper Hall is simply too small for us. We need "lebensraum" as
 we are growing in both students and in programs as can be easily seen but we are



not growing in space or in facilities. There are many things that we have no use asking for until we have more space. We have divided a room, that was formerly used for a graduate seminar, for office space and equipment. We have four departments and I have organized our three secretarial operations (Mrs. Dickinson and Miss Tydenkevez) on a departmental basis. Two departments to a secretary and one secretary (Miss Allen) for my office. I used one of our small offices upstairs for one of the secretaries.

Until our new building comes we cannot expand our work in Production Management nor can we expand our staff to any great extent. Indeed this sounds like a tale of woe. We do get along and I do remember Parkinson (in Parkinson's Law) writing that the best work in any organization is done before the organization gets shiny new buildings and when most of its members are in the basement. Still, if a legislature appropriates \$73,000 for plans, it is natural that my appetite has been built up for a building. What worries me is that it might have, for all I know, a low priority. Before I leave this University I would like to say that "here is a building that symbolizes both the interest of the University and the people of the Commonwealth in a School of Business Administration." Fond memories must drench Draper Hall. And there must be those that love it (like Daniel Webster loved Dartmouth College). It is not too bad. But the Dean of the School of Business Administration feels he would rather be somewhere else where the School can grow. With a beautiful building we can pretend we are better than we are. We might even fool people into giving us money for this, that and something else. People are impressed with wealth more than with poverty. "To him that hath shall be given."

2. There is need to establish a Bureau of Economic and Business Research. I would prefer that we can do this with the cooperation of the Department of



Economics. A Bureau, attached to a teaching School, is far better for our purposes than one detached from our School. Our faculty should be closely tied to such a bureau. It should be an instrument for public service and teaching and basic research. Our new building has space for such a Bureau with a Director and staff. If I thought our new building might be started within a year I could hold off in making any specific recommendations. If the building is delayed longer I shall make recommendations within the confines of our present set-up.

3. Now comes a perennial among Deans. It develops like a common cold and has no cure apparently. For me an Assistant or Associate Dean seems important because of our great amount of advising compared to a staff built up basically from teaching mostly juniors and seniors. This obviously would not be the only area for an Assistant or Associate. The duties and obligations of a Dean seem to grow (Parkinson's Law again) and an understudy could handle all sorts of administrative duties when the Dean is either absent or present. For one thing an Associate could handle many, if not all, the programs we might develop. In all this I must admit that watching Associate Deans operate here and there in the country, they seem to be doing most of the work while the Dean seems to make most of the fancy and high sounding speeches. This, of course, must be a restricted view of the matter. I am sure that Deans must be earning their keep up there on the policy level.

4. We are giving close attention to our graduate program. It can be, and will be strengthened. I do not expect to have a Ph. D. (or possibly a D.B.A.) proposal for some time to come. And when we do I think it should be worked out with the Department of Economics.

The American Association of Collegiate Schools of Business adopted a resolution for an independent evaluation of graduate programs of its members.



We have recently adopted a structure that might some day fit into a more independent (not autonomous) curriculum. All those who teach our 200 courses are now members of a separate faculty (as well as the general faculty of the School) and can make separate recommendations to me concerning graduate work. I look forward to the time when a chairman of this faculty will have something the same status as a chairman of a department. It is my present feeling that graduate work should be under the Dean (through a chairman) rather than in the hands of separate departments.

Last year our graduate enrollment was double the year before but this year our enrollment was about half (not counting the Pittsfield program). I have no adequate explanation for this slump and I doubt if it is anything but temporary. I have insisted on a fairly high standard for admission and have rejected a number of applicants. But here again I do not think this was the cause.

At any rate, in the longer pull it is essential to have a number of graduate assistantships and fellowships available. Given our limited number in the University I think that Dean Woodside has been sympathetic and the Graduate Fellowship Committee has increased the number of fellowships. This has all been to the good. We hope, however, in addition to this, to induce corporations or foundations to grant funds for assistantships. Recently I talked with Dr. Bunting, in charge of General Electric Educational Programs. He thought there might be a possibility that we will get something from General Electric.

5. For the past few years the School of Business Administration has increased each year about 5% as of the fall semester. Normally our totals



rise in the spring due to transfers from other parts of the University and from the outside. For the first time in some years our freshmen class increased considerably, this fall about 36%. This means larger enrollments for the upper classes even assuming from 10 to 20% attrition. Although I doubt if the 36% increase will continue among freshmen we can look forward to an expanding enrollment. And this is true even if the University total remains a bit lower than expected because of transfers to the School. Add to this the fact that we are drawing more students from other parts of the University to particular courses and it is clear that more and more pressure is being put on our resources, physical and personnel, including clerical and graduate assistants.

For the next five years I would calculate that we shall need a minimum of 12 new faculty members fairly evenly spread throughout the period. On the valid assumption of one secretary per department, one for the graduate chairman and 2½ for the Dean and Associate Dean we would need 3½ within the five year period. From these calculations I have excluded a Bureau of Business and Economic Research, otherwise I would add three more men and a secretary and obviously equipment. As a matter of fact few of these calculations can be effective unless we can grow beyond Draper Hall, nor could we make use of certain types of equipment unless we had storage. But if we get stuck we shall do the best job we can on what limited resources we have.

I envision a School of around 1200 to 1500 in five years. I look forward to an effective and stimulating faculty and better qualified students. On this latter point the Gordon-Howell and Pierson Reports had much to say and many statistics to quote concerning the quality of students in Business Administration, that is the quality admitted, not so much the quality graduated.

Whatever the future holds for us and for me, the situation is quite fluid.



to say the least. Frankly my greatest concern as a Dean of the University of Massachusetts is what is going to happen in both the President's and Provost's offices in the near future. One can institutionalize policy and practice to one's heart's content but the fact remains that the people involved who have the opportunity to set the "tone" of the administration in the next few years are strategic to any future of a School of Business Administration. This future looked very bright when I first came here and might continue. But this is not a certainty nor even a statistical probability. I am optimistic enough to hope for the best. I regret deeply what happened in the struggle with the General Court, even if I know that the dramatic event stirred the Commonwealth sufficiently to take notice of its public higher education. Dramatic events, like revolutions, can break old habits and this was essential. My interest now is in the direction of the revolution, the impact of the stirring, the quality of the successor (or successors). In situations like these one has to stay forever young intellectually and forever alert or the best of one's intentions will go down the drain.

Respectfully submitted,



H. B. Kirshen
Dean

HBK:EA



President J. Paul Mather

Sir, I beg leave herewith to present my fourth annual report of the School of Education.

The School of Education is now entering its fourth year. The next two years are very crucial years in the development of the School. During this year we must plan for entrance into our new quarters and facilities, and next year we must develop a pattern of study and research to make use of the possibilities afforded by the laboratory school. In addition we must plan for (1) a considerable increase in enrollment and for (2) an expanded program leading to the Doctorate in Education and for (3) certification by the N.C.A.T.E.

Will these crucial years find us progressing toward a first-rate School of Education or will they find us marking time? In these crucial years, with the increasing demands for our services and the increasing competition for the services of competent staff members, to mark time would be serious indeed. In Part 7 of this report I have analyzed this question more fully.

May I at this time on behalf of myself and my staff express to you our deep appreciation for your cooperation in our efforts to develop a good School. You have been most sympathetic to our needs and most understanding of the special problems with which we must contend.

Albert W. Purvis

Albert W. Purvis, Dean

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1. Appropriations

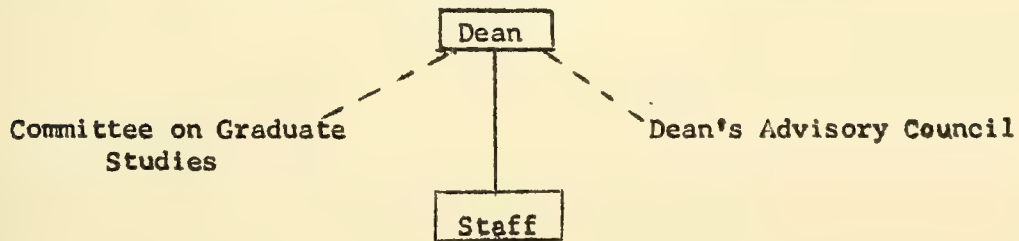
	1957-58	1958-59	1959-60
03	200.00	1000.00	1480.00
10	1300.00	2000.00	3200.00
12	50.00	50.00	75.00
13	1000.00	800.00	3000.00
14	800.00	700.00	1000.00
15	<u>1000.00</u>	<u>400.00</u>	<u>1000.00</u>
Total	4350.00	4950.00	9755.00

2. Personnel

	1957-58	1958-59	1959-60
Instructor	1	1	
Asst. Professor	3	5	8
Assoc. Professor	4	3	3
Professor		1	1
Head, Division	1	1	1

3. Organization

We do not have any Chairmen or Department Heads as yet.



4(a). Number of Majors

September 1957	231
September 1958	274
September 1959	331

4(b). Number of Students Taught

		Undergraduate	Graduate	Total
September, 1957	1st semester	449	190	639
	2nd semester	458	211	669
	Total	907	401	1308
September, 1958	1st semester	436	183	619
	2nd semester	476	212	688
	Total	912	395	1307
September, 1959	1st semester	545*	225*	770*
Summer, 1958	1st session	302		
	2nd session	222		
	Total	524		
Summer, 1959	1st session	314		
	2nd session	261		
	Total	575*		

*This year begins the upswing in enrollment in the School of Education...
 delayed because we do not offer courses in the freshman and sophomore years.

STATE OF NEW YORK

IN SENATE

JANUARY 15, 1908

REPORT

OF THE

COMMISSIONERS OF THE LAND OFFICE

FOR THE YEAR ENDING DECEMBER 31, 1907

ALBANY:

THE UNIVERSITY OF THE STATE OF NEW YORK

PRINTERS, 1908

CLASS OF LAND	ACRES	VALUE
State Lands	1,234,567	\$1,234,567
County Lands	987,654	\$987,654
City Lands	765,432	\$765,432
Private Lands	543,210	\$543,210
Unimproved Lands	321,098	\$321,098
Improved Lands	102,112	\$102,112
Total	3,884,063	\$3,884,063

ALBANY: THE UNIVERSITY OF THE STATE OF NEW YORK PRINTERS, 1908

5(a). Publications

"Children's Musical Preferences at Selected Grade Levels", Elementary School Journal. (Rogers)

Chapters in a fourth grade textbook in social studies by Hunnicut and Grambs and published by the Singer Publishing Company. (Rogers)

"The Use of the Novel in Teacher Education", Phi Delta Kappan, June, 1959 (Rogers)

"Teacher Education -- A Unique Approach", The Massachusetts Teacher, October, 1958. (Rogers)

"Public Education -- How Are We Doing", The Massachusetts Alumni, October, 1958. (Purvis)

"The North Carolina Institute of Education, 1831-34", North Carolina Historical Review, April, 1959. (Kornegay)

"No Time For Aids", Audio-Visual Instruction, January, 1959. (Wyman)

"The Purdue Findings", Audio-Visual Instruction, March, 1959. (Wyman)

(b). Research

"A Study to Identify the Practices and Procedures Used by Teachers of Vocational Agriculture to Improve Their Professional Relations". Sponsored by the Agricultural Division of American Vocational Association. (Oliver) (In Process)

"The Concept of General Method in the Educational Thought of Comenius, Pestalozzi, Herbart and Dewey". (Lyle Eddy) (In Process)

"A Study of a Small Group Plan in Spelling Instruction for Use in the Intermediate Grades". (O'Leary) (Doctorate Research in Process)

"A Study of Differences Between Superior and Inferior Students in Student Teaching". (Purvis) (In Process)

"The Use of Tape Recordings In Methods Classes". (Anthony) (An Unstructured Project Being Explored in University Classes)

(c) Participation in State and National Committees, etc.

Chairman, Professional Relations of American Vocational Association (Oliver)

Chairman, Professional Relations Committee of North Atlantic Regional Conference on Agricultural Education (Oliver)

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

Furthermore, it is noted that the records should be kept in a secure and accessible format. Regular backups are recommended to prevent data loss in the event of a system failure or disaster. The document also mentions the need for periodic audits to ensure the integrity and accuracy of the information stored.

In addition, the text highlights the role of these records in financial reporting and decision-making. By having a clear and concise history of transactions, management can better understand the company's financial health and identify areas for improvement.

The second section of the document focuses on the implementation of internal controls. It describes various measures that can be put in place to minimize the risk of fraud and errors. These include segregation of duties, where different individuals are responsible for different stages of a transaction, and the use of physical and digital locks to restrict access to sensitive information.

Another key control mentioned is the requirement for dual authorization for significant transactions. This means that two authorized personnel must approve any transaction above a certain threshold. This helps to prevent unauthorized actions and ensures that all major decisions are made with the necessary oversight.

The document also discusses the importance of employee training and awareness. Regular training sessions should be conducted to ensure that all staff members understand the company's policies and procedures, particularly those related to financial reporting and internal controls.

Finally, the document concludes by reiterating the overall goal of the internal control system: to provide reasonable assurance that the company's financial statements are free from material misstatement. It stresses that while no system can be completely foolproof, a well-designed and properly implemented internal control system can significantly reduce the risk of error and fraud.

Member of Executive Council, Agricultural Division of American Vocational Association (Oliver)

Member Visiting Evaluation Committee, Durfee High School, Fall River (Oliver)

Member Visiting Evaluation Committee, Technical High School, Springfield (Anthony)

Member Visiting Evaluation Committee, Melrose (Anthony)

Member Program Committee New England Reading Association Conference (O'Leary)

Acting Chairman of Educational TV Committee of Department of A.V. Instruction of N.E.A. (Wyman)

President of Massachusetts A-V Association (Wyman)

Consultant to National Project in Agricultural Communications (Wyman)

Chairman of Section Meeting, Northeast Regional A-V Conference in Trenton, N.J. (Wyman)

Member of Planning Committee for Northeast Regional A-V Conference (Wyman)

Member of Massachusetts Commissioner of Education State Advisory Committee on A-V Education (Wyman)

Conducted Workshops in Athol, Warren and in Walpole, N.H. (O'Leary)

Chairman Discussion Group AACTE in Chicago (Purvis)

(d) Speeches and Talks

35 Assorted Speeches to Parent-Teachers Associations by O'Leary, Rogers, Oliver, Wyman, Purvis

Speech, Athol Men's Service Club (O'Leary)

Speech, Belchertown's Teachers' Club (O'Leary)

Speech, Regional Meeting of the National Council of Catholic Secondary Teachers (O'Leary)

Panel chairman and speaker at the Annual Conference of N. E. Reading Association (O'Leary)

Speaker, F.F.A. Banquet at New Salem (Oliver)

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

In the second section, the author outlines the various methods used to collect and analyze the data. This includes both primary and secondary data collection techniques. The primary data was gathered through direct observation and interviews with key personnel. Secondary data was obtained from existing reports and databases.

The third section details the statistical analysis performed on the collected data. Various statistical tests were used to determine the significance of the findings. The results indicate a strong correlation between the variables being studied, suggesting that the observed trends are not due to chance.

Finally, the document concludes with a series of recommendations based on the research findings. These recommendations are aimed at improving the efficiency of the processes being studied and ensuring that the organization remains competitive in its market.

Speaker, F.F.A. Banquet at North Brookfield (Oliver)

Panel chairman and speaker at Massachusetts Agricultural Teachers Professional Improvement Conference (Oliver)

Panel speaker on Techniques of Teaching Philosophy of Education at Conference of Middle Atlantic States Philosophy of Education Society, Rutgers Univ. (Lyle Eddy)

Speech, Western Massachusetts A-V Conference (Wyman)

Speech, Technifax Seminar in Holyoke (Wyman)

Speech, Massachusetts A-V Association, Wellesley (Wyman)

Speech, N.P.A.C. Conference in Detroit (Wyman)

Speech, Teachers in School Union, Southwick (Wyman)

Speech, Massachusetts School Committee Convention, Swampscott, Mass. (Wyman)

Speech, Agricultural Communication Editors in Boston (Wyman)

Speech, N. E. Kindergarten and Nursery School Assoc. (Rogers)

Speech, So. Amherst Congregational Church Men's Club (Rogers)

Speech, Smith College Undergraduates in Education (Rogers)

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This not only helps in tracking expenses but also ensures compliance with tax regulations.

In the second section, the author provides a detailed breakdown of the monthly budget. It includes categories for housing, utilities, food, and entertainment. By comparing actual spending against the budget, one can identify areas where costs are exceeding expectations and make necessary adjustments.

The third section focuses on investment strategies. It suggests that diversification is key to minimizing risk. While stocks offer higher potential returns, they also come with greater volatility. Bonds, on the other hand, provide a more stable but lower return. The author recommends a balanced portfolio based on the individual's risk tolerance and financial goals.

Finally, the document concludes with advice on long-term financial planning. It stresses the importance of starting to save for retirement as early as possible. The power of compound interest can significantly grow a small amount of money over time. Additionally, the author encourages regular reviews of one's financial situation to ensure that the plan remains on track.

6. Special Projects or Programs

- (a) Dinner and evening program for cooperating teachers in our student teaching program twice a year. (Dr. Kornegay)
- (b) Day long program at the University in Spring semester for prospective elementary school teachers in all the collegiate institutions in the Connecticut Valley of Massachusetts. (Dr. Rogers)
- (c) Study groups of School of Education faculty to plan details for opening and administering our new quarters.
- (d) Study group to plan for new program of Directed Observation in our new Laboratory School. (Elementary Education Staff)
- (e) Development of a "Cooperative Agreement Between the Amherst School Committee and the University for the Joint Administration of the New Laboratory School". (Dr. Purvis)
- (f) Tentative investigation of the possibility of an interchange of students in the junior year between our University School of Education majors and those of some other institutions in the United States. (Dr. Rogers)
- (g) Development of a Committee on Graduate Studies to advise on admissions and programs. (Mr. Oliver)

7. What do we need to develop a first-rate School of Education?

Our budget allocations this year are encouragingly larger than in the past, but the restrictions on transfer of funds from one category to another may prevent at times the most efficient use of the funds. Is our budget large enough to develop a first-rate School of Education? In analyzing this question it becomes apparent that certain budget categories require sums that vary in amount with the number of staff positions in the School. In these cases we have been making a careful study to determine a ratio which would appear to insure the desired efficiency. This is shown below.

Category #03. We have not as a School fully explored the educational possibilities in this category. We hope to have an expanded library in our new quarters and we will be able to utilize student help in abstracting materials needed in research, and in aiding research projects. Our doctorate program will increase the need for this work. We hope to establish a program of Directed Observation for freshmen, sophomores, and juniors using our new observation corridor and using our senior students as aides. With our new building we hope also to initiate a lecture series with outstanding educational leaders as guest speakers. One unknown variable not counted in the ratio is the amount of student help that will be needed in our new School Library, and one constant not included in the ratio is the \$1200 extra remuneration to be given each of our thirteen Laboratory School teachers.

We recommend \$270 per staff member in this category beginning July 1, 1961 (plus \$13600 for Laboratory Teachers).

Category #10. The need for travel in a School of Education has frequently been expressed in previous reports. There is need for considerable funds to pay car mileage for staff members who are supervising student teachers and interns,

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In the second section, the author outlines the various methods used to collect and analyze the data. This includes both primary and secondary data collection techniques. The primary data was gathered through direct observation and interviews, while secondary data was obtained from existing reports and databases.

The third section details the statistical analysis performed on the collected data. It describes the use of descriptive statistics to summarize the data and inferential statistics to test hypotheses. The results of these analyses are presented in a clear and concise manner, highlighting the key findings of the study.

Finally, the document concludes with a discussion of the implications of the findings. It suggests that the results have significant implications for the field of study and offers recommendations for further research. The author also acknowledges the limitations of the study and expresses gratitude to those who assisted in the research process.

and the need per staff member will increase as it becomes necessary to go farther afield to place our larger number of student teachers in good schools. For example, a few years ago we did not need to go farther than a twenty-five mile radius of Amherst while this year we are using Longmeadow, Shelburne Falls, the Narragansett Regional School in Baldwinville, Gardner and in the spring we expect to use Pittsfield. Also, a first-rate University School of Education must extend its influence far and wide throughout the state and into the national scene. In addition to research and writing, a School of Education gains stature and prestige by its contributions to state and national conventions and studies. Through the efforts of the National Education Association every phase of our work has its own association, its own conventions, and its own research and publications. The increasing need for travel in this area is exemplified by Professors Oliver and Wyman. Professor Oliver is Chairman of a national committee in the Vocational Agriculture Association and this necessitates trips to Chicago and Washington this year. Professor Wyman is Chairman of the Committee on Television in Education of the National Audio-Visual Association and this necessitates two trips to Columbus, Ohio, one to Cincinnati and two or more to Washington. Part of the expense of these trips should be borne by the School of Education because of the values accruing to us. We will also have the responsibility of recruiting not only staff members for the School of Education but also of recruiting teachers for the Laboratory School.

We recommend \$340 per staff member in this category beginning July 1, 1961.

Category #13. This year the funds in this category have been substantially increased. Approximately one-fourth of the amount in this category is used for special paper, chart materials, maps, special chalk and crayons, test materials and samples, etc. The remaining funds are used to obtain course of study materials

The first part of the document discusses the various aspects of the project, including the objectives, the methodology, and the results. It highlights the importance of the research and the need for a comprehensive analysis.

The second part of the document provides a detailed description of the experimental setup and the data collection process. It includes information about the equipment used and the procedures followed.

The third part of the document presents the results of the experiments and discusses the findings. It compares the results with the theoretical expectations and provides an explanation for any discrepancies.

The fourth part of the document concludes the study and offers some final thoughts and recommendations. It emphasizes the significance of the work and suggests areas for further research.

The fifth part of the document contains a list of references and a list of figures. The references provide a list of sources used in the study, and the figures show the results of the experiments.

The sixth part of the document is a list of appendices, which contain additional information related to the study. These include the raw data, the calculations, and the detailed procedures.

The seventh part of the document is a list of acknowledgments, where the author expresses gratitude to the people and organizations that supported the research.

The eighth part of the document is a list of tables, which contain the data used in the study. These tables provide a clear and concise summary of the results.

The ninth part of the document is a list of figures, which show the results of the experiments. These figures provide a visual representation of the data and help to illustrate the findings.

The tenth part of the document is a list of tables of contents, which provides a clear overview of the document's structure and helps the reader to find the information they need.

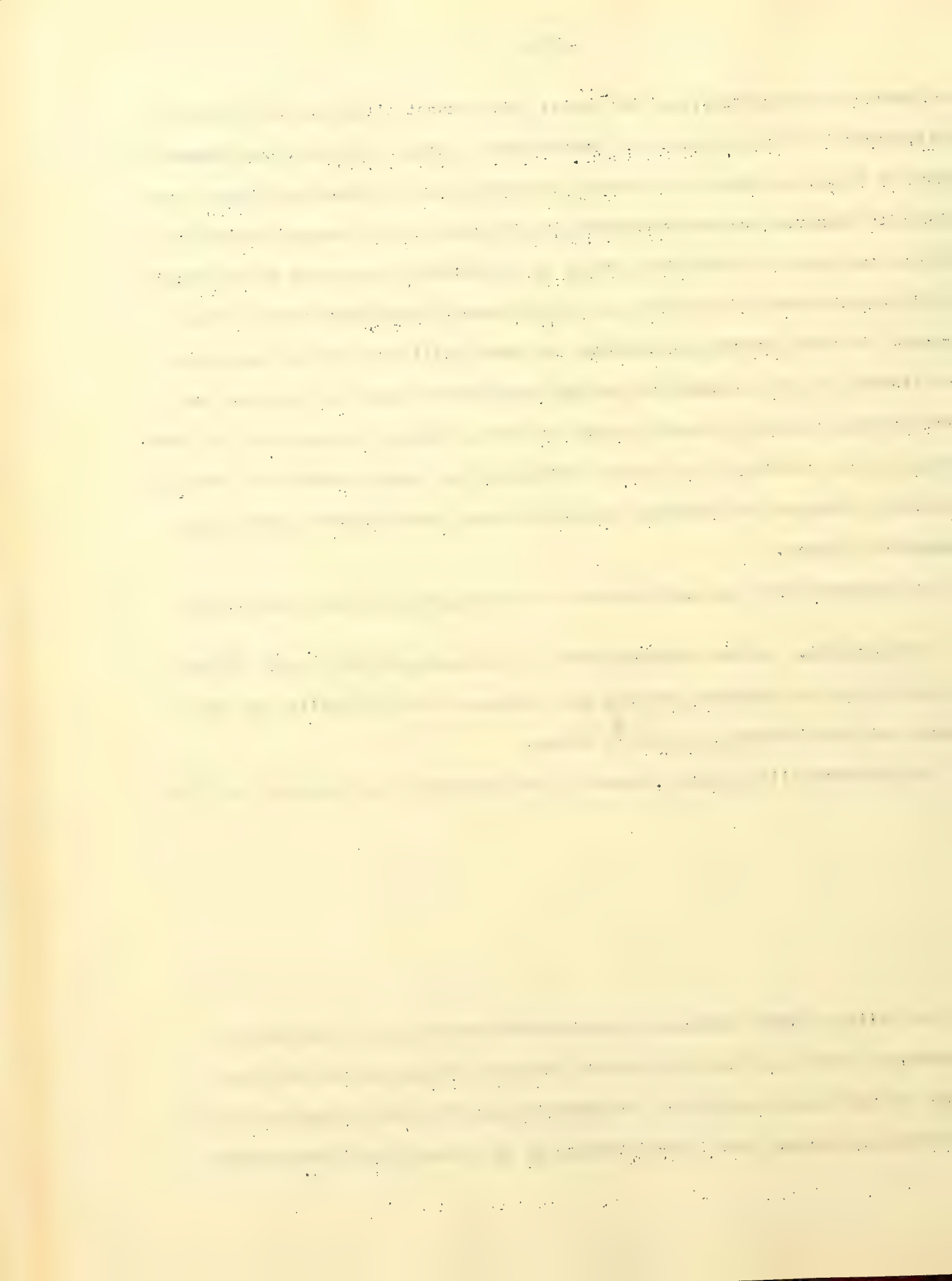
from public school systems, and for books. The present allocation of \$250 per staff member is fairly adequate for current yearly needs. However, our present School of Education Library is entirely inadequate for a first-rate School. Our University Librarian has estimated that it will take thirty thousand dollars to build up our School of Education Library to respectable status and he has asked for fifteen thousand dollars this year and fifteen thousand next year for this purpose. If these amounts are received the School will have the beginning of a good library and one adequate for the beginning of our doctorate program. Our ratio is based upon the assumption that the thirty thousand dollars will be forthcoming. If we do not get this initial allocation our annual amount will have to be greatly increased and even then it would be many years before we could have a respectable library.

We recommend \$300 per staff member in this category beginning July 1, 1961.

Category #14. We have adequate funds in this category this year. In our new building we will require somewhat more because of office supplies for the Library and an additional secretary's office.

We recommend \$110 per staff member in this category beginning July 1, 1961.

The following table indicates how adequately our budget is meeting our estimates of sums needed for a first-rate School of Education, and the amounts needed in the school year 1961-62 in order to meet this same objective. We do not include the school year 1960-61 because it is a transitional year and our



requests are atypical. (We may not enter our new quarters in September, we may have fifteen thousand dollars for books, we may have all new equipment and use little money for repairs, we may not have our directed observation program in operation all year).

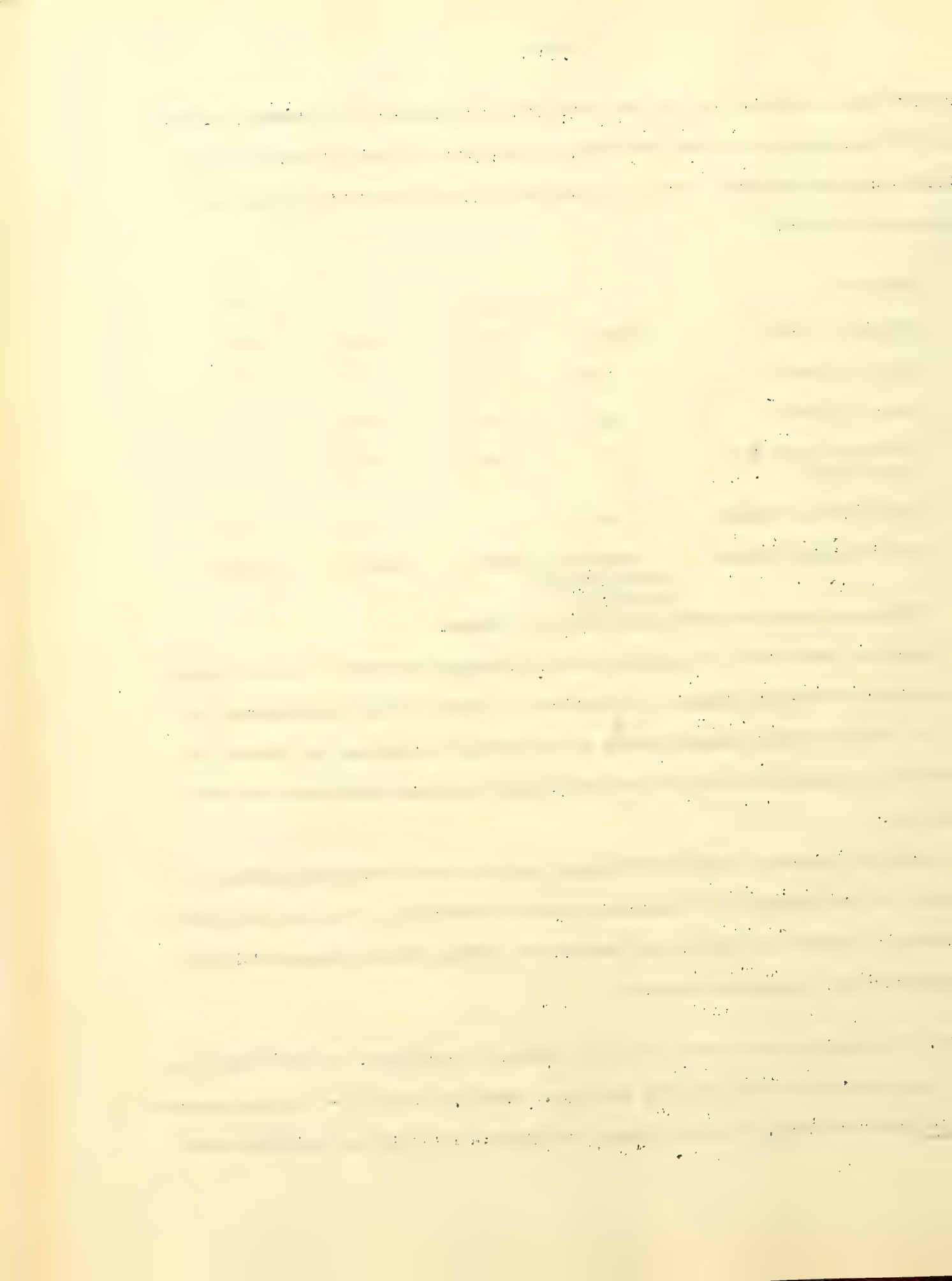
Category	03	10	13	14
Budget, 1959-60	1480	3200	3000	1000
Staff, 1959-60	12*	12	12	12
Ratio, 1959-60	125	266	250	83
Estimated Ratio for Excellence	270	340	300	110
(Est) Staff, 1961-62	20	20	20	20
(Est) Budget, 1961-62	5400 (plus 13600 for Lab. Teachers)	6800	6000	2200

*Plus one vacant position which has been frozen.

From the above table it appears that the greatest increase in ratio in order to develop a first-rate School of Education will have to come in Categories #03 and 10. The estimated amounts needed in the various categories for 1961-62 are based on a projected staff of 20 and they appear to be realistic and far from excessive.

From this analysis there would appear to be no great budgetary problem to prevent the development of a first-rate School of Education. The one very important question is whether the School will obtain the initial thirty thousand dollars to upgrade our very inadequate Library.

Staff. The staff of the School has been increasing each year. We had hoped that this year would see a considerable increase. Under the ratio 13-1 we were assured of five new positions. With the change in ratio to 15-1 our new positions were



reduced to two and with the freezing of the position vacated by Mrs. Trumbull we actually had a net gain of only one staff member. This leaves us in a serious position as we prepare for entrance into our new quarters. If very few positions are available next year when we take over our new responsibilities our position will be quite critical. As stated before, these two years are very crucial with us. Last fall our discussions on projected staff needs led to a request for a total of 18 positions (5 new ones) in 1959 and 21 positions (3 new ones) in 1960. We are far below that projection now and unless extra efforts are made in our behalf we will be below our projections and needs for several years. This is our crucial area. Until we get depth in our staff we cannot hope to achieve a first-rate School and to exercise leadership in our profession. Increasing our staff by small dribblets each year enables us to take care of some of the increasing enrollment but it does not enable us to improve very greatly the over-all stature of our School. We realize that the University has few new positions to allocate. We feel, however, that allocating those few positions on a basis proportionate to School size is detrimental to the growth of new Schools that are trying to get established.

Buildings and Facilities. Our new quarters are now in the process of construction. The foundation walls have been laid. The target date for the opening has been set at September 1, 1960 but there is reason to believe that the opening may have to be postponed beyond that date. When the facilities are available, they will definitely be first-rate so far as Elementary Education is concerned. The arrangements for observation, the clinics in guidance and remedial reading, the provision of two classes in each grade to facilitate research, and the Cooperative Agreement with the Amherst School Committee for Joint Administration of the

The first part of the document discusses the importance of maintaining accurate records of all transactions. It is essential to ensure that every entry is properly documented and verified. This process helps in identifying any discrepancies or errors early on, allowing for prompt correction and ensuring the integrity of the financial data.

Furthermore, the document emphasizes the need for transparency and accountability in all financial dealings. By providing clear and concise reports, stakeholders can gain a better understanding of the organization's financial health and make informed decisions. Regular audits and reviews are also crucial to maintain the highest standards of accuracy and reliability.

In conclusion, the document highlights the significance of diligent record-keeping and transparent financial reporting. These practices are fundamental to the success and sustainability of any organization, as they provide a solid foundation for strategic planning and decision-making.

Laboratory School are all phases that might well be a model for other Schools of Education to study. Our next step should be the planning and construction of the second unit in the program -- the Junior High School. I believe that ultimately the Laboratory School should be K-12. The junior High School should be ready for use by September 1, 1964 and the Senior High School should be ready by September 1, 1967. These last two units should be constructed in such a way that they can be administered as a six-grade secondary school when the program is completed. Just as our present Laboratory School will be invaluable as a facility in Elementary Education so would the hoped for expansion described above be invaluable in Secondary Education. Since our Secondary Education program is at least as important in terms of numbers as is our Elementary Education, and since in the future it may become even more important, and since both elementary and secondary facilities are needed in the doctorate program, we urgently recommend that the proposed expansion be given every consideration in the University's future capital outlay requests. Given the K-12 Laboratory School, our School of Education would have facilities second to none in the United States.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

Furthermore, it is noted that the records should be kept for a minimum of seven years. This is a legal requirement in many jurisdictions and helps in the event of an audit or a dispute. The document also mentions that the records should be stored in a secure and accessible location.

In addition, the document highlights the need for regular reviews of the records. This helps in identifying any discrepancies or errors early on and allows for prompt correction. It also provides an opportunity to analyze the data and gain insights into the overall performance of the organization.

Finally, the document stresses the importance of confidentiality. The records often contain sensitive information, and it is crucial to ensure that this information is protected from unauthorized access. This can be achieved through various measures such as password protection and secure storage.

CONCLUSION

In conclusion, maintaining accurate and secure records is essential for the success of any organization. It provides a clear and reliable source of information that can be used for a variety of purposes, from financial reporting to legal compliance. By following the guidelines outlined in this document, organizations can ensure that their records are up-to-date, accurate, and protected.

ANNUAL REPORT
OF THE
SCHOOL OF ENGINEERING

UNIVERSITY OF MASSACHUSETTS

DECEMBER, 1959



University of Massachusetts

THE SCHOOL OF ENGINEERING

1958 - 1959

The twelfth year in the history of the School of Engineering saw undergraduate enrollment drop from the previous year to the present total of 873 but we continued our position as the largest professional school in the University. This places us about 37th among the 154 engineering schools of the country with E.C.F.D. accredited curricula.

This year was marked by the first year of operation of our revised freshman curriculum which includes physics, the reduction to six in the credit for advanced E.O.F.C. courses allowed toward the engineering degrees, and the start of a graduate program in electrical engineering at Pittsfield. Considerable faculty time was devoted to plans for both the new Engineering Shop and the next unit of the Main Engineering Building. Mr. O. C. Maier was appointed Associate Dean of Engineering on December 1, 1958 and given responsibility for developing research and graduate programs in the School. Our nuclear engineering program under the leadership of Prof. J. S. Marcus was substantially aided by an A.E.C. grant of \$33,000 which was used for a subcritical reactor and related measuring equipment. During National Engineers' Week in February, President W. F. Alexander of A.S.E.E. spoke on "Engineering Education in the U.S.S.R."

In the Appendix to this report are sheets indicating significant information concerning our School of Engineering.

Engineering Education

A School of Engineering is obviously a part of its University and also a part of engineering education. This fact is sometimes overlooked locally. Yet developments at the national level through the work of committees of the Engineers' Council for Professional Development, the American Society for Engineering Education, the various professional societies such as the American Institute of Electrical Engineers and the Division of Engineering of the American Association of Land-Grant Colleges, all have their effect on engineering education. During the past year the problem of incorporating the new concepts needed by consideration of space flight, rocketry, etc., has received some attention. The Committee on Development of Engineering Faculties of A.S.E.E. is continuing its extensive study.

Freshman engineering enrollments nationally dropped about 11.1 percent from the previous year. Total engineering enrollments amounted to about 8.9 percent of total degree-credit enrollment. Graduate enrollment in engineering continued to increase.

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ROYAL ANTHROPOLOGICAL INSTITUTE
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Throughout engineering education there is a strong movement toward increased quality. The international situation where we are outnumbered by the Russians leaves no alternative. Furthermore, with a domestic economy so dependent upon the engineer, quality of engineering education is of interest to all.

The Faculty

The following table indicates the personnel situation by rank for the three years noted:

<u>September</u>	<u>1957</u>	<u>1958</u>	<u>1959</u>
Deans	1	1	2
Dept. Heads	4	4	4
Professors	7	7	8
Associate Profs.	9	14	15
Assistant Profs.	16	11	12½
Instructors	3	6	7
Half-time Instrs.	3	6	4

An organization chart of the School is included as Fig. 1 of the Appendix. Also found there is Fig. 2 indicating Personnel Data - School of Engineering.

Practically all of our faculty belong to one or more professional societies. Some held responsible positions in these groups. Dr. Merit P. White was on the executive committee of the Engineering Mechanics Division of A.S.C.E. Dr. Lindsey was on the Evaporation Testing Procedures and Standard Methods of Measurements committees of A.I.Ch.E.; Prof. Dittfach was chairman of the Placement Service Committee of S.A.E.; Dr. Duns was on the evaluation committee of the High School Science Teachers summer research program of the N.S.F.; Dr. Agarwal was on the Induction Machinery subcommittee of A.I.E.E.; Prof. Marcus continued as secretary of the New England Section of A.S.E.E.; Dean Marston was a member of the executive committee of E.C.A.C., chairman of the New England Section of A.S.E.E., and secretary of the Division of Engineering of the A.A.L.G.C. & S.U.

Prof. Keyser completed revision of his "Basic Engineering Metallurgy" published by Prentice-Hall. Dr. Agarwal's paper "Eddy-Current Losses in Solid and Laminated Iron" was published in the Transactions of the A.I.E.E., Dr. Roys wrote the sections on "Antennas" and "Radio Receivers" for the Encyclopaedia Britannica. Prof. Dittfach was co-author of a paper "Reciprocating Gas Compressor Forces" published in the journal of the American Society of Refrigerating Engineers. Additional publications are listed in Fig. 3 of the Appendix.

The faculty of an Engineering School should and do maintain professional contacts by summer work and consulting. Our faculty was particularly active this past year. Prof. Higgins and Prof. Marcus

Recognition

Publications

Industrial and Other Activities



attended A.S.E.-A.E.C. Nuclear Science summer institutes at Cornell and Brookhaven Laboratory and the University of Michigan respectively. This was the third such program for Prof. Marcus. Dr. Feng was employed during the summer by the Sanitary Engineering Department of the state. Prof. Boyer was an estimator for Daniel O'Connell & Sons of Holyoke; Prof. Langford, Dr. Carver and Mr. Furtak were employed by the Naval Ordnance Department of the General Electric Company; Dr. White as a consultant to the Office of Ordnance Research, U.S. Army visited several European laboratories. Prof. O'Byrne was a National Science Foundation Faculty Fellow at the University of California at Berkeley conducting advanced heat transfer studies for the improvement of undergraduate teaching; Prof. Dittfach spent the summer as an instrumentation engineer for Pratt & Whitney Aircraft; Prof. Day was with the General Electric Company in Lynn on heat transfer and gas dynamics studies; Mr. Fritz worked on submarine noise analysis at the David Taylor Model Basin; Prof. Trueswell worked on plant layout problems for Stevens Arms Company of Chicopee; Prof. Kroner attended the N.E.E. Engineering Graphics Conference at the University of Detroit and worked for Kollmorgen Optical Company; Mr. Spencer was an architectural designer for Max Goldberg, architect, of Springfield; Prof. Weaver was a consultant with the Sinclair Company of Holyoke; Prof. Mohn was an engineer with Arco Corporation of Wilmington, Mass.; Prof. Batt was a consultant for Andersen Laboratories of Hartford; and Mr. Dzialo was an engineer with the Bureau of Ships in Washington; Prof. Edwards spent the summer with the New England Power System in Boston.

The Students

Engineering attracted about 26 percent of the freshman boys and about 32 percent of the undergraduate men. We continue to attract more than our share of good students. Figs. 6, 7, 8, 9 show the "Cumulative Grade-point Averages" for the Classes of 1959, 1960, 1961, 1962, respectively as of June 1959. Fig 10 lists "Our Good Students."

The following table indicates undergraduate major student enrollments in various departments for the years noted:

Table 11

	September	1957	1958	1959
Freshmen		309	300	321
Sophomore	Ch.E.	31	32	30
	C.E.	43	28	30
	E.E.	90	71	90
	M.E.	74	59	55
	I.E.	17	17	12
(Total Sophomore)		(255)	(207)	(231)
Junior	Ch.E.	17	17	21
	C.E.	21	32	20
	E.E.	100	47	50
	M.E.	55	57	35
	I.E.	14	15	15
(Total Junior)		(207)	(168)	(141)

. continued next page



		1947	1948	1949
Senior	Ch.E.	25	11	25
	C.E.	33	32	36
	M.E.	55	81	40
	M.S.	58	50	49
	I.E.	14	28	36
(Total Senior)		(196)	(203)	(186)
TOTAL		967	878	849

The School of Engineering offers very few service courses for other areas of the University. Properly qualified non-engineering students are found in drawing, surveying, applied mechanics, electronics and sanitary engineering courses. Only C.E. 27 Plane Surveying and C.E. 79 Principles of Sanitary Engineering are offered specifically for non-engineers, and these generally have low enrollments.

Student Chapters of A.S.C.E., A.S.M.E., A.I.E.E., I.E.E. and A.I.Ch.E. provide excellent opportunities for student leadership with professional affiliation. A student chapter of the American Institute of Industrial Engineers was established during the past year. Tau Beta Pi continued its stimulating influence among the engineering students, with slide rule instruction classes and tutoring sessions in freshman physics. The Engineers' Council carried on effective leadership as demonstrated by the Engineering Open House and a fine student-faculty Dinner Dance at the Sportsmen Club. The Engineering Journal, a quarterly published by the engineering students, made real progress its second year.

The A.I.E.E. District 12 Student Paper Contest was held on our campus in May. Richard Martel '59 E.E. won second place in the I.E.E. Student Paper Contest. George D. DeVerry '60, Physics, won second place in the A.I.E.E. contest. Richard B. Barnhart '60 C.E. won first prize in the Senior Chapter of the Society of Technical Writers Contest.

Industrial employment picked up from the previous year. Fig. 11 indicates the companies and organizations with whom they are now employed. Salaries ranged from \$337 to \$606 per month with an average of \$450. Electrical engineers had the highest average of \$507. Interest in full-time graduate school opportunities decreased although our graduates did enter M.I.T., Illinois Institute of Technology, R.P.I. and our own graduate school.

Financial Support

The following table indicates financial support provided by the annual allotment of funds for the years noted.

Fiscal	1958	1959	1960
03	\$3,000	\$ 4,741	\$ 6,791 *
04	50	50	200
10	1,100	1,500	1,600
11	-	-	125
12	5,500	5,800	5,875
13	11,000	12,000	16,000
14	1,500	1,600	1,900
15	3,000	3,000	15,000



Without substantial equipment funds from building appropriations we definitely could not maintain a first-rate instructional program.

Industry - University Relations

Engineering schools traditionally work closely with industry. Ours is no exception as indicated by the placement list and the number of our faculty who work in industry. Fig. 14 indicates the donations received during the past year. This equipment will enable us to stretch our limited instructional budgets.

The second year of the General Electric - Pittsfield Engineering Apprentices Program saw tuition raised to \$24 per semester hour. Twenty-eight students started the program in the fall of 1958, of whom 23 remain for their second year. This fall 22 started their third year. Tuition paying students increase these numbers. Eleven men received B.S. in E.E. degrees at the June 1959 Commencement exercises of the University. Quality of instruction was very good, with over half the staff University faculty.

Four \$250 scholarships were again provided by the Westinghouse East Springfield plant. The Kollmorgen Corporation of Northampton provided a tuition scholarship as did the Western Massachusetts Section of A.S.M.E. The Engineering Alumni Scholarship Fund supported twelve tuition scholarships during the year.

The Physical Plant

The \$2,300,000 Chemistry Building was gradually completed during the year. The facilities provided the Chemical Engineering Department are excellent.

Our instructional facilities are good and in general adequate at present. Drafting rooms continue to be a problem. The use of two adjacent classrooms in Massmer continues very unsatisfactory. This condition will not be improved until the Shop Building is completed.

The Chemical Engineering Department has added a nuclear engineering laboratory with a cylindrical water, natural uranium sub-critical reactor using a plutonium-beryllium source, a gamma ray spectrometer, scintillation detectors, a gas flow counter, neutron detectors and scalars. In addition the department has added a rotary filter, a new distillation column and a rotary dryer. The Mechanical Engineering Department has added an analog computer, a thermocouple checking furnace and a bridge amplifier meter. The Electrical Engineering Department added three Tektronix oscilloscopes, two Hewlett-Packard function generators and two Polaroid oscilloscope cameras. A 60,000-pound Olsen testing machine has been added to our materials laboratory in Civil Engineering.

This project for which \$360,000 was provided by the 1958 legislature has dragged due to disinterest or incompetence of the architect. Conferences between our faculty and the architect or his engineers have been very rare. Construction apparently will not be started before March 1960 at the earliest if then.



This project for which \$75,000 for plans were provided by the 1955 Legislature will cost about \$1,500,000. In this case the architect has shown real initiative, conferences between faculty and architect have been numerous and rewarding. Plans and specifications have progressed well.

The School of Engineering library, which is a most important part of our educational program, continued to have the services of an experienced librarian. Library service was improved and a marked increase in use of the facilities was noted. We continue to purchase Chemical Engineering books and periodicals which are catalogued to the Chemistry Library which has been greatly improved since it moved to the new building. As graduate and research work in engineering increase we are very much in need of substantially increased library support.

Problems of the Future

This section of previous reports such as 1955-1956, 1956-1957 and 1957-1958 pointed out many of the same problems this one will. Progress has been made in some areas and in others we may have aggravated our own difficulties.

The most critical need of the future as the University expands will be for well-qualified faculty. Engineering education through the ASEE Committee on Development of Engineering Faculties has focused attention on the problem nationally. Graduate enrollments in engineering are increasing. Yet industry which is so dependent upon modern technology readily recognizes and liberally rewards the same young men we need in the colleges. Although there may be some increase in interest in teaching as a career we must recognize that engineering like medicine will see the practitioner far outnumber the educator, and we really would not want it otherwise!

Good facilities, reasonable teaching loads, opportunities for professional growth, adequate salaries, an attractive community environment, stimulating colleagues, a well-qualified and strongly motivated student body will attract our share of qualified faculty. Yet our public relations which is so important in the "seller's" market we have and will have for faculty can make the University and our School of Engineering outstanding or just another land-grant college. Nothing can be done concerning the past but in the future we can emphasize the positive and we have much to be positive about.

A leave policy for young faculty members should be studied by some group. Department heads and deans must be ever alert to provide attractive opportunities for professional growth and development for the younger faculty members. This may take the form of research projects within the school, a graduate program, and contacts with industry leading to part-time employment or consulting. Salaries must be raised where found inadequate and especially for the outstanding faculty member.

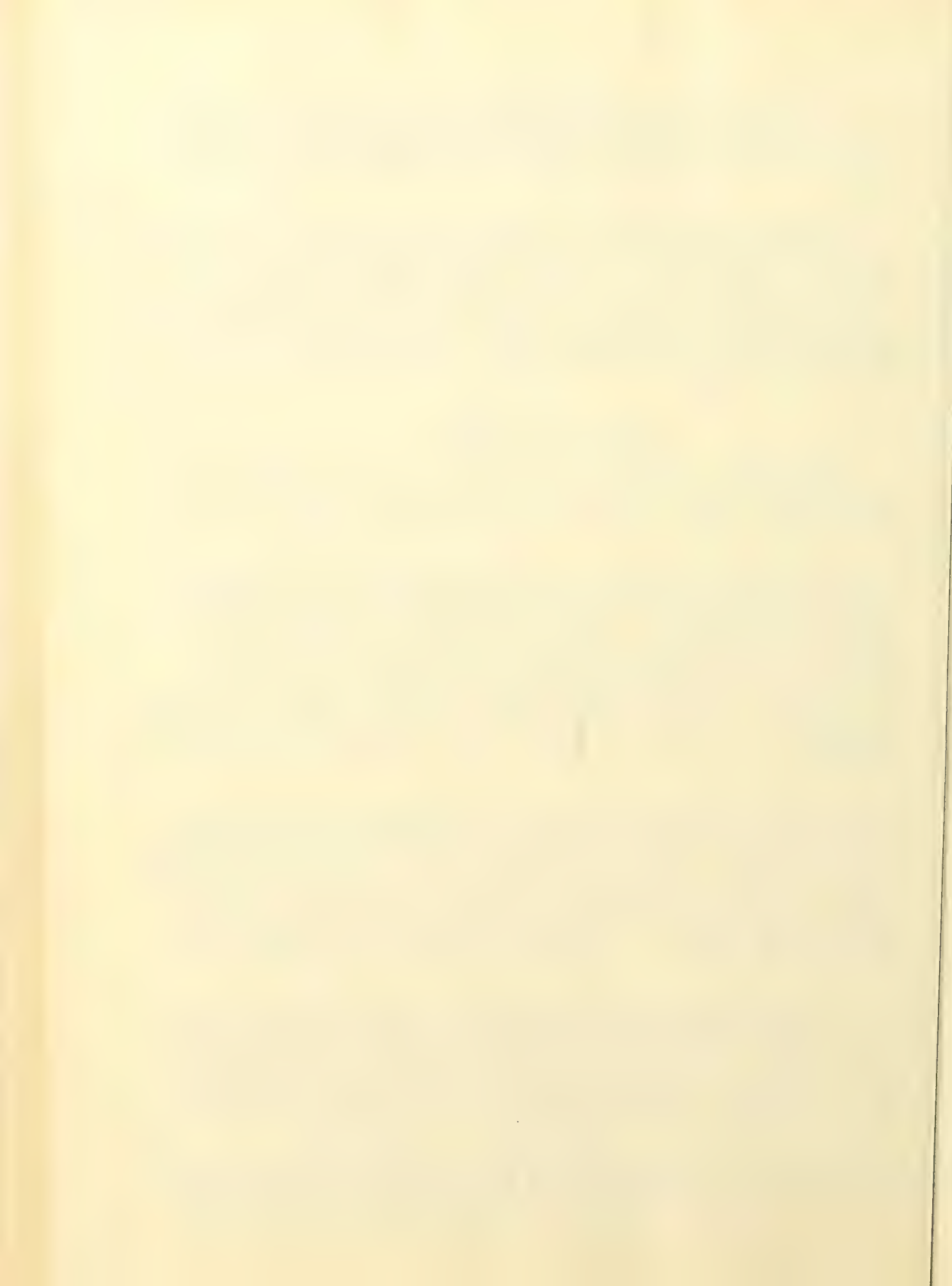
Our present faculty is primarily an undergraduate teaching faculty, and good. In the future we will need to increase our resident graduate work in all curricula. To attract and hold outstanding new faculty they

Engineering building

1957

Faculty

Graduate Work



will want capable graduate students. Furthermore, an engineering becomes more scientific, analytical and complex, more graduate work will be needed for the education of the engineer. Most graduate students in engineering are self-supporting by means of scholarships, and teaching and research assistantships. More of these will be required.

Increased equipment budgets for graduate research work will also be required. Some will be available from sponsored projects but graduate students will not always select work in these areas.

It is too early to predict the success of our graduate program in Electrical Engineering at Pittsfield. However, there appears to be a small group (10 or 15) of capable electrical engineers interested in further study. This will provide good experience for our faculty and continued cooperation with G.E. and the Pittsfield community. It is questionable whether the pool of those interested in graduate work is large enough to start a new group each year.

An engineering faculty, as has previously been pointed out, should be made up of educators of differing interests and ability. Their professional activities can be classified as teaching, consulting, research and administration. Basically such men are on a faculty because they are interested in teaching. Yet some are real scholars and keenly interested in research. Others find more of a challenge in helping to solve the technical problems of industry and government by consulting activity. This is often engineers' keenest interest. Most faculty members have very limited administrative responsibilities.

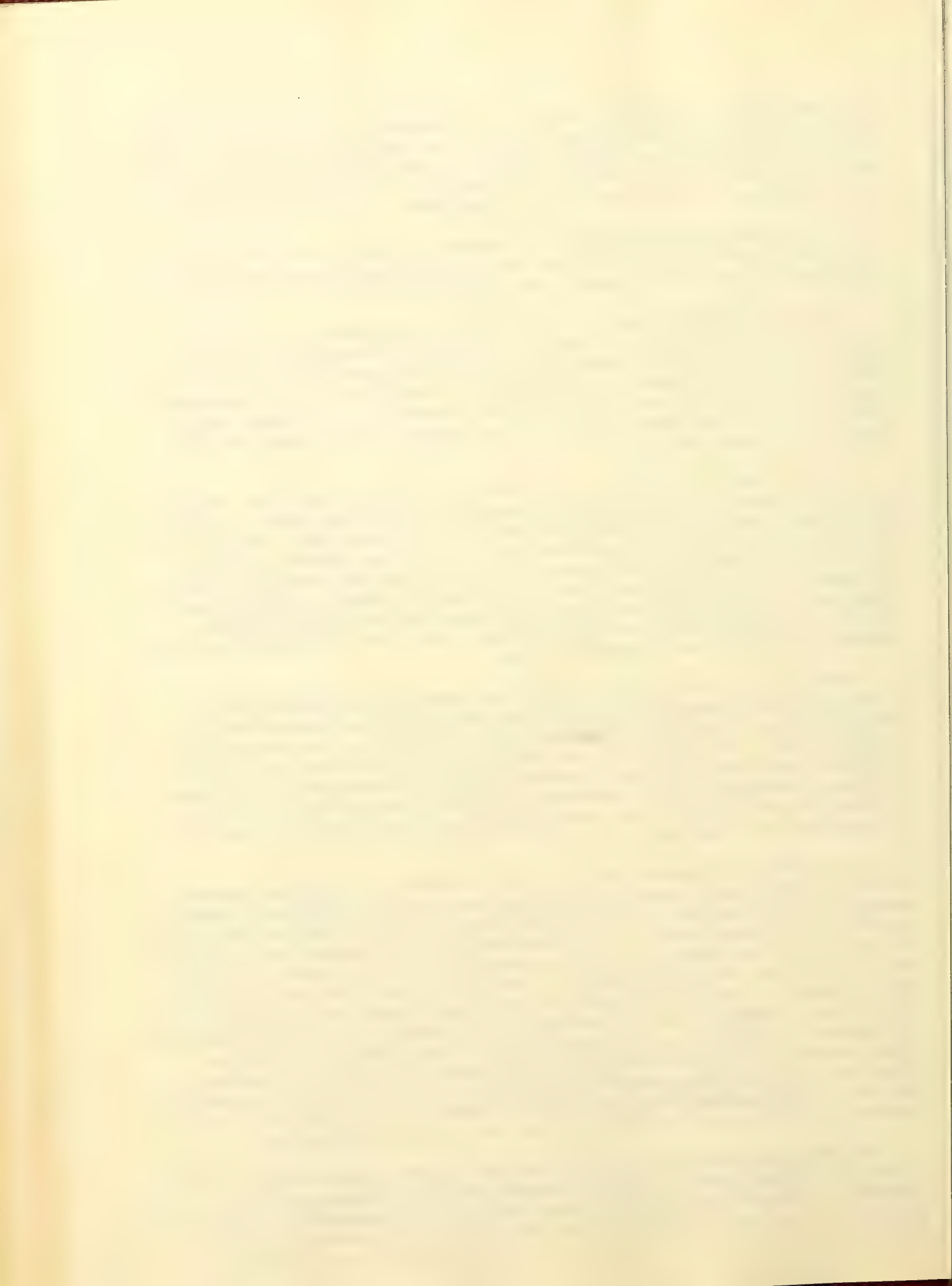
Research work on a project basis has increased during the year, as a result of small teacher's grants from the University Research Council. Associate Dean Maier has the responsibility to build up our research and graduate work. His first year has been spent in orientation, with a few proposals submitted. Sponsored projects have not developed but some are pending. Certainly faculty interest in research has increased. Every attempt is being made to have faculty compensation for research work commensurate with its worth.

It might not be unrealistic to think in terms of an average faculty member's professional responsibilities as three and one-half days teaching, one day research and one day for consulting. His consulting activity would result in additional income, while his teaching and research would be his obligation to the University. If he carried research in place of consulting he should be compensated for it. Some will teach five days a week and do no research, others will teach only two days a week and do research for three days. Neither should be looked upon as making a greater contribution to engineering education. It should never be said that the era of the great teacher at the University of Massachusetts is past. Furthermore, where the research is sponsored by industry or government, as it generally will be in engineering, the Commonwealth should be compensated for the faculty man's time that is deducted from his normal teaching load.

Engineering extension for small industry in the state somewhat similar to that in Pennsylvania, Indiana, Oklahoma and other states, may be an important factor in maintaining Massachusetts in an industrially competitive position. This should center in our School and would offer an opportunity to be of real service to the State at a very modest outlay of funds.

search

neering
union



curricula

The School of Engineering offers the five most popular engineering curricula as indicated by degrees awarded in E.C.P.D. accredited programs in 1958. Degrees in Electrical, Mechanical, Civil, Chemical and Industrial Engineering account for over 83 percent of those awarded in the country. A year ago Aeronautical Engineering, the 6th most popular engineering curriculum, was reviewed by our Mechanical Engineering Department which voted against its introduction. Engineering science curricula being introduced at some schools are being watched with interest, and it may be that the future will justify such an addition to our program. Architecture is a curriculum sometimes found in schools of engineering in land-grant universities.

demco

We have had over 300 freshman engineers a year for the past few years. The majority are young men right out of high school. The coming year we are revising our guidance program and assigning each freshman to his M.E. I Engineering Drawing instructor as advisor. This we hope will improve the relations between student and his advisor. Nevertheless, there remains much to be done in properly counselling freshmen during their first year on campus. Some schools have extensive career guidance programs. If we could find a really interested faculty member we would propose to relieve him of half his teaching load to develop such a program here. Assistance would be needed from the Sociologist, Psychologist, Mr. Morrissey, Dr. Field and Mr. Lanphier to name a few. There is much that can and should be done in this area to conserve our most precious resource.

distinguished
lecturers

The University is in need of a series of distinguished lecturers. Nationally prominent people should be brought to the campus both for convocations and seminar discussions. Many of our students come from backgrounds lacking cultural advantages we all recognize as helpful. They are alert and eager to feel that their University is second to none. Our concert series has been a fine thing for the campus community. Now we need a distinguished lecturer series to balance the picture.

George A. Marston

December 10, 1959



A P P E N D I X

- Fig. 1 Organization Chart, September 1, 1958
- Fig. 2 Personnel Data (Faculty), November 22, 1958
- Fig. 3 Recent Professional Publications of the Staff, January 22, 1959
- Fig. 4 Criteria for Promotion and Tenure, April 14, 1959
- Fig. 5 Engineering Faculty on University Committees, January 22, 1959
- Figs. 6,7,8,9 Cumulative Grade-point Average, Classes of 1959, 1960, 1961, 1962
- Fig. 10 Superior Engineering Students in Classes 1960, 1961, 1962
- Fig. 11 Employment of Engineering Graduates, Class of 1959
- Fig. 12 New Core Curriculum Requirements, June 19, 1958
- Fig. 13 Engineering Curricula and Advanced R.O.T.C., February 12, 1959
- Fig. 14 Gifts to the School of Engineering, 1958-1959

I. The first part of the book	100
II. The second part of the book	100
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IV. The fourth part of the book	100
V. The fifth part of the book	100
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VII. The seventh part of the book	100
VIII. The eighth part of the book	100
IX. The ninth part of the book	100
X. The tenth part of the book	100
XI. The eleventh part of the book	100
XII. The twelfth part of the book	100
XIII. The thirteenth part of the book	100
XIV. The fourteenth part of the book	100
XV. The fifteenth part of the book	100
XVI. The sixteenth part of the book	100
XVII. The seventeenth part of the book	100
XVIII. The eighteenth part of the book	100
XIX. The nineteenth part of the book	100
XX. The twentieth part of the book	100





RESEARCH AND DEVELOPMENT

Information taken from the report of the Secretary of the National Science Foundation, dated 1954, on the subject of "Engineering"

- 1. Massachusetts Institute of Technology
- 2. Stanford University (Calif.)
- 3. University of California (Berkeley)
- 4. University of Michigan
- 5. University of Wisconsin
- 6. University of Pennsylvania
- 7. University of Texas at Austin
- 8. University of Illinois
- 9. University of Wisconsin-Madison
- 10. University of Michigan
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Rank	Year	Department	Value
1	1953	Electrical Engineering	1.2
2	1953	Chemical Engineering	1.1
3	1953	Mechanical Engineering	1.0
4	1953	Civil Engineering	0.9
5	1953	Industrial Engineering	0.8
6	1953	Metallurgical Engineering	0.7
7	1953	Biological Engineering	0.6
8	1953	Environmental Engineering	0.5
9	1953	Food Engineering	0.4
10	1953	Textile Engineering	0.3
11	1953	Leather Engineering	0.2
12	1953	Other	0.1
13	1953	Total	11.8

- 1. California Institute of Technology
- 2. University of California (Berkeley)
- 3. University of Michigan
- 4. University of Wisconsin
- 5. University of Pennsylvania
- 6. University of Texas at Austin
- 7. University of Illinois
- 8. University of Wisconsin
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Rank	Year	Dept.	Value
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3	1953	Mechanical Engineering	1.0
4	1953	Civil Engineering	0.9
5	1953	Industrial Engineering	0.8
6	1953	Metallurgical Engineering	0.7
7	1953	Biological Engineering	0.6
8	1953	Environmental Engineering	0.5
9	1953	Food Engineering	0.4
10	1953	Textile Engineering	0.3
11	1953	Leather Engineering	0.2
12	1953	Other	0.1
13	1953	Total	11.8

Source: National Science Foundation, Office of Statistical Research, Washington, D.C.

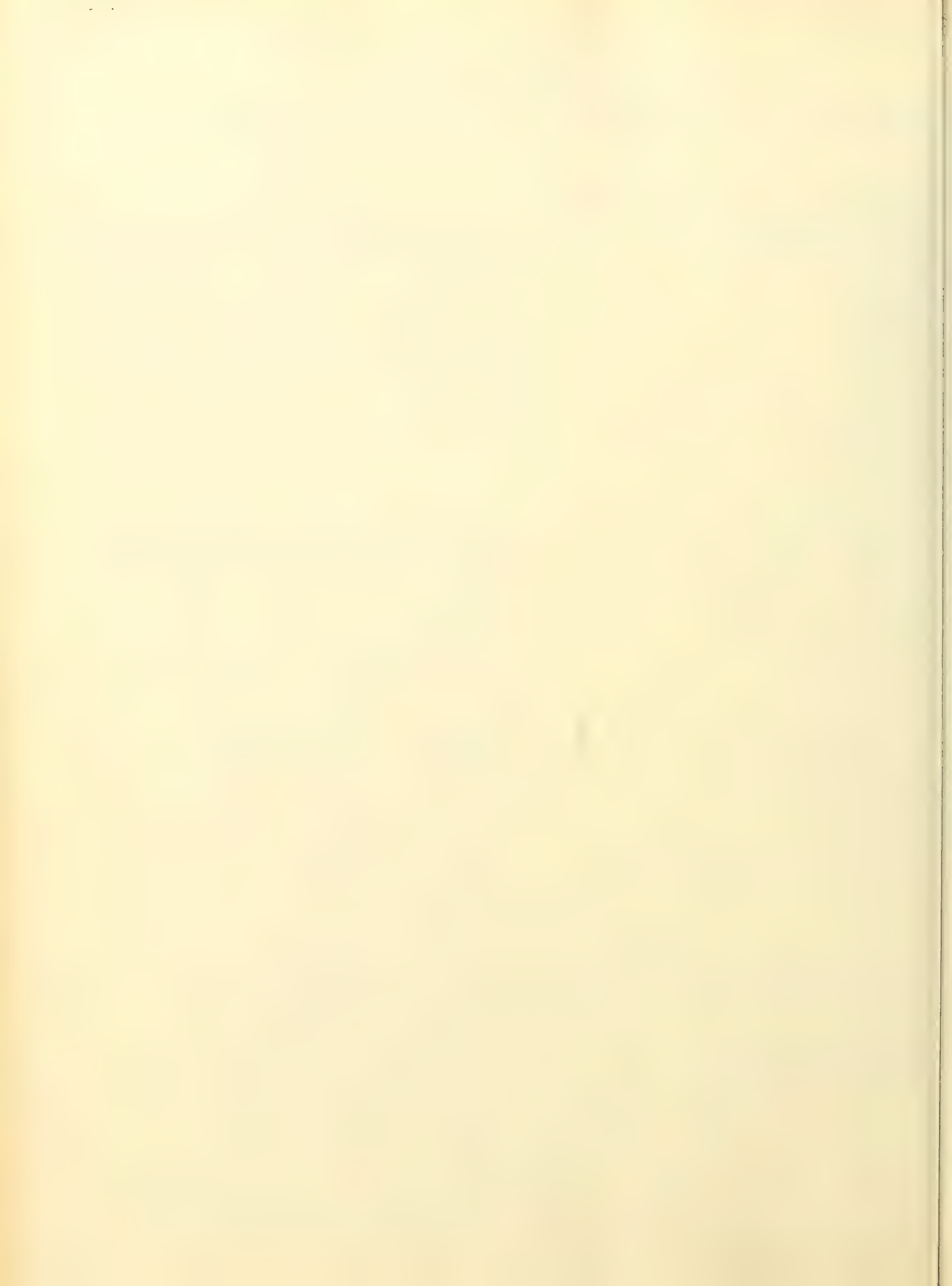


Table 1
Summary of the results of the experiments

Experiment No.	Time (min)	Temperature (°C)	Concentration (%)	Observations
1	10	25	10	...
2	20	30	15	...
3	30	35	20	...
4	40	40	25	...
5	50	45	30	...
6	60	50	35	...
7	70	55	40	...
8	80	60	45	...
9	90	65	50	...
10	100	70	55	...
11	110	75	60	...
12	120	80	65	...
13	130	85	70	...
14	140	90	75	...
15	150	95	80	...
16	160	100	85	...
17	170	105	90	...
18	180	110	95	...
19	190	115	100	...
20	200	120	105	...



1. The first part of the document is devoted to the general principles of the organization of the work of the enterprise. It is necessary to ensure that the work is carried out in a planned and organized manner, taking into account the interests of all employees and the needs of the enterprise.

2. The second part of the document is devoted to the organization of the work of the enterprise. It is necessary to ensure that the work is carried out in a planned and organized manner, taking into account the interests of all employees and the needs of the enterprise.

3. The third part of the document is devoted to the organization of the work of the enterprise. It is necessary to ensure that the work is carried out in a planned and organized manner, taking into account the interests of all employees and the needs of the enterprise.

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 - 2. Organization of the work of the enterprise.
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1944

1945

Year	Month	Day	Temperature	Humidity	Wind	Clouds	Remarks
1944	Jan	1	65	75	SE	Partly	Clear
1944	Jan	2	68	78	SE	Partly	Clear
1944	Jan	3	70	80	SE	Partly	Clear
1944	Jan	4	72	82	SE	Partly	Clear
1944	Jan	5	75	85	SE	Partly	Clear
1944	Jan	6	78	88	SE	Partly	Clear
1944	Jan	7	80	90	SE	Partly	Clear
1944	Jan	8	82	92	SE	Partly	Clear
1944	Jan	9	85	95	SE	Partly	Clear
1944	Jan	10	88	98	SE	Partly	Clear
1944	Jan	11	90	100	SE	Partly	Clear
1944	Jan	12	92	102	SE	Partly	Clear
1944	Jan	13	95	105	SE	Partly	Clear
1944	Jan	14	98	108	SE	Partly	Clear
1944	Jan	15	100	110	SE	Partly	Clear
1944	Jan	16	102	112	SE	Partly	Clear
1944	Jan	17	105	115	SE	Partly	Clear
1944	Jan	18	108	118	SE	Partly	Clear
1944	Jan	19	110	120	SE	Partly	Clear
1944	Jan	20	112	122	SE	Partly	Clear
1944	Jan	21	115	125	SE	Partly	Clear
1944	Jan	22	118	128	SE	Partly	Clear
1944	Jan	23	120	130	SE	Partly	Clear
1944	Jan	24	122	132	SE	Partly	Clear
1944	Jan	25	125	135	SE	Partly	Clear
1944	Jan	26	128	138	SE	Partly	Clear
1944	Jan	27	130	140	SE	Partly	Clear
1944	Jan	28	132	142	SE	Partly	Clear
1944	Jan	29	135	145	SE	Partly	Clear
1944	Jan	30	138	148	SE	Partly	Clear
1944	Jan	31	140	150	SE	Partly	Clear
1945	Feb	1	142	152	SE	Partly	Clear
1945	Feb	2	145	155	SE	Partly	Clear
1945	Feb	3	148	158	SE	Partly	Clear
1945	Feb	4	150	160	SE	Partly	Clear
1945	Feb	5	152	162	SE	Partly	Clear
1945	Feb	6	155	165	SE	Partly	Clear
1945	Feb	7	158	168	SE	Partly	Clear
1945	Feb	8	160	170	SE	Partly	Clear
1945	Feb	9	162	172	SE	Partly	Clear
1945	Feb	10	165	175	SE	Partly	Clear
1945	Feb	11	168	178	SE	Partly	Clear
1945	Feb	12	170	180	SE	Partly	Clear
1945	Feb	13	172	182	SE	Partly	Clear
1945	Feb	14	175	185	SE	Partly	Clear
1945	Feb	15	178	188	SE	Partly	Clear
1945	Feb	16	180	190	SE	Partly	Clear
1945	Feb	17	182	192	SE	Partly	Clear
1945	Feb	18	185	195	SE	Partly	Clear
1945	Feb	19	188	198	SE	Partly	Clear
1945	Feb	20	190	200	SE	Partly	Clear
1945	Feb	21	192	202	SE	Partly	Clear
1945	Feb	22	195	205	SE	Partly	Clear
1945	Feb	23	198	208	SE	Partly	Clear
1945	Feb	24	200	210	SE	Partly	Clear
1945	Feb	25	202	212	SE	Partly	Clear
1945	Feb	26	205	215	SE	Partly	Clear
1945	Feb	27	208	218	SE	Partly	Clear
1945	Feb	28	210	220	SE	Partly	Clear
1945	Feb	29	212	222	SE	Partly	Clear
1945	Feb	30	215	225	SE	Partly	Clear

Summary of observations for the period 1944-1945. The data shows a steady increase in temperature and humidity over the period, with a consistent wind direction from the southeast. Cloud cover remains mostly light to moderate throughout the year.



Table 1 - [Illegible Title]

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No.	Date	Description	Amount	Balance
1	1911	[Illegible]	[Illegible]	[Illegible]
2	1912	[Illegible]	[Illegible]	[Illegible]
3	1913	[Illegible]	[Illegible]	[Illegible]
4	1914	[Illegible]	[Illegible]	[Illegible]
5	1915	[Illegible]	[Illegible]	[Illegible]
6	1916	[Illegible]	[Illegible]	[Illegible]
7	1917	[Illegible]	[Illegible]	[Illegible]
8	1918	[Illegible]	[Illegible]	[Illegible]
9	1919	[Illegible]	[Illegible]	[Illegible]
10	1920	[Illegible]	[Illegible]	[Illegible]
11	1921	[Illegible]	[Illegible]	[Illegible]
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14	1924	[Illegible]	[Illegible]	[Illegible]
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16	1926	[Illegible]	[Illegible]	[Illegible]
17	1927	[Illegible]	[Illegible]	[Illegible]
18	1928	[Illegible]	[Illegible]	[Illegible]
19	1929	[Illegible]	[Illegible]	[Illegible]
20	1930	[Illegible]	[Illegible]	[Illegible]
21	1931	[Illegible]	[Illegible]	[Illegible]
22	1932	[Illegible]	[Illegible]	[Illegible]
23	1933	[Illegible]	[Illegible]	[Illegible]
24	1934	[Illegible]	[Illegible]	[Illegible]
25	1935	[Illegible]	[Illegible]	[Illegible]
26	1936	[Illegible]	[Illegible]	[Illegible]
27	1937	[Illegible]	[Illegible]	[Illegible]
28	1938	[Illegible]	[Illegible]	[Illegible]
29	1939	[Illegible]	[Illegible]	[Illegible]
30	1940	[Illegible]	[Illegible]	[Illegible]
31	1941	[Illegible]	[Illegible]	[Illegible]
32	1942	[Illegible]	[Illegible]	[Illegible]
33	1943	[Illegible]	[Illegible]	[Illegible]
34	1944	[Illegible]	[Illegible]	[Illegible]
35	1945	[Illegible]	[Illegible]	[Illegible]
36	1946	[Illegible]	[Illegible]	[Illegible]
37	1947	[Illegible]	[Illegible]	[Illegible]
38	1948	[Illegible]	[Illegible]	[Illegible]
39	1949	[Illegible]	[Illegible]	[Illegible]
40	1950	[Illegible]	[Illegible]	[Illegible]
41	1951	[Illegible]	[Illegible]	[Illegible]
42	1952	[Illegible]	[Illegible]	[Illegible]
43	1953	[Illegible]	[Illegible]	[Illegible]
44	1954	[Illegible]	[Illegible]	[Illegible]
45	1955	[Illegible]	[Illegible]	[Illegible]
46	1956	[Illegible]	[Illegible]	[Illegible]
47	1957	[Illegible]	[Illegible]	[Illegible]
48	1958	[Illegible]	[Illegible]	[Illegible]
49	1959	[Illegible]	[Illegible]	[Illegible]
50	1960	[Illegible]	[Illegible]	[Illegible]

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University of Massachusetts
School of Engineering

CLASS OF 1961 - CUMULATIVE GRADE POINT AVERAGE, JUNE 1958

The engineering students of the Class of 1961 have the following cumulative averages. In most cases this represents four semesters of academic work. It should be noted that no student had to have a cumulative quality point average of 1.4 or a semester average of 2.0 in June 1958. They had to have a 1.5 cumulative or semester average of 1.6 in June 1957. This is the fourth class in the history of the University which has been graded on this system.

Cumulative Quality Point Average	Total From Top	Number With Quality Point Average	Total From Bottom	Remarks	
3.9	1	1	150	0 had sem. ave. above 3.9	Top 5%
3.8	3	2	149	0 had sem. ave. above 3.8	
3.7	5	2	147	2 had sem. ave. above 3.7	
3.6	6	1	145	0 had sem. ave. above 3.6	
3.5	10	4	144	2 had sem. ave. above 3.5	
3.4	11	1	140	1 had sem. ave. above 3.4	
3.3	13	2	139	1 had sem. ave. above 3.3	
3.2	17	4	137	1 had sem. ave. above 3.2	
3.1	23	6	133	3 had sem. ave. above 3.1	
3.0	27	4	127	1 had sem. ave. above 3.0	
2.9	31	4	123	4 had sem. ave. above 2.9	
2.8	35	4	119	1 had sem. ave. above 2.8	
2.7	39	4	115	1 had sem. ave. above 2.7	
2.6	48	9	111	7 had sem. ave. above 2.6	
2.5	58	10	102	6 had sem. ave. above 2.5	
2.4	73	15	92	3 had sem. ave. above 2.4	
2.3	80	7	77	2 had sem. ave. above 2.3	
2.2	88	8	70	3 had sem. ave. above 2.2	
2.1	104	16	62	3 had sem. ave. above 2.1	
2.0	112	8	46	2 had sem. ave. above 2.0	
1.9	115	3	38	3 had sem. ave. above 1.9	
1.8	124	9	32	1 had sem. ave. above 1.8	
1.7	135	11	26	7 had sem. ave. above 1.7	
1.6	142	7	15	4 had sem. ave. above 1.6	
1.5	144	2	8	1 had sem. ave. above 1.5	
1.4	148	4	6	All out of the University	
1.3	150	2	2	All out of the University	

* Fifty-eight had semester quality point averages above their cumulative averages.
7.8. 1959



UNIVERSITY OF ALABAMA
SCHOOL OF ENGINEERING

CLASS OF 1962 - CIVIL ENGINEERING - GRADE POINT AVERAGE, JUNE 1959

The engineering students of the Class of 1962 have the following cumulative averages, and since this represents the semesters of academic work, it should be noted that the class had to have a cumulative quality point average of 1.0 or a semester average of 1.0 in June 1959. This is the fifth class in the history of the University which has been successful in this system.

Cumulative Quality Point Average	Total From Top	Number with Quality Point Average	Total From Bottom	Remarks	
3.8	1	1	298	0 had sem. ave. above 3.8	Top 5%
3.7	1	0	237	0 had sem. ave. above 3.7	
3.6	1	0	237	0 had sem. ave. above 3.6	
3.5	2	1	236	1 had sem. ave. above 3.5	
3.4	6	4	236	2 had sem. ave. above 3.4	
3.3	11	5	231	3 had sem. ave. above 3.3	
3.2	15	4	227	2 had sem. ave. above 3.2	
3.1	22	7	220	1 had sem. ave. above 3.1	
3.0	29	7	213	2 had sem. ave. above 3.0	
2.9	36	7	206	2 had sem. ave. above 2.9	
2.8	41	5	202	2 had sem. ave. above 2.8	
2.7	51	10	192	6 had sem. ave. above 2.7	
2.6	53	12	180	5 had sem. ave. above 2.6	
2.5	77	14	166	4 had sem. ave. above 2.5	
2.4	89	12	154	2 had sem. ave. above 2.4	
2.3	107	18	136	4 had sem. ave. above 2.3	
2.2	121	14	122	3 had sem. ave. above 2.2	
2.1	131	10	112	1 had sem. ave. above 2.1	
2.0	141	15	97	5 had sem. ave. above 2.0	
1.9	165	15	81	5 had sem. ave. above 1.9	
1.8	181	16	65	6 had sem. ave. above 1.8	
1.7	187	6	59	1 had sem. ave. above 1.7	
1.6	201	14	51	2 had sem. ave. above 1.6	
1.5	209	3	37	2 had sem. ave. above 1.5	
1.4	212	3	24	3 had sem. ave. above 1.4	
1.3	214	2	21	0 out, 1 sem. ave. above 1.3	
1.2	229	5	16	All out of the University	
1.1	231	2	14	All out of the University	
1.0	235	4	10	All out of the University	
0.9	238	1	7	1 out of the University	
0.8	238	1	6	0 out of the University	
0.7	238	1	5	0 out of the University	
0.6	238	1	4	0 out of the University	

Top 10%

Top 20%

Top 30%

Top 40%

Twenty-eight had semester quality point averages above their cumulative averages.



University of Massachusetts
School of Engineering

OUR GOOD STUDENTS

June 1959

We sometimes lose sight of our really good students, while we spend considerable time with our poorer ones. I thought this list might be of interest to you.

Name	Cumulative Quality Pt. Average	Major	
<u>CLASS OF 1960</u>			
Manuel, W. C.	3.8	M.E.	First
Patenaude, R. J.	3.8	E.E.	Honors
Brackney, A. P.	3.7	M.E.	
Lipman, R. F.	3.6	E.E.	
Tessier, S. S.	3.6	E.E.	Second
Dydek, G. B.	3.5	E.E.	Honors
Piechota, S. J.	3.5	C.E.	
Grayson, R.	3.4	E.E.	
Shields, J. G.	3.4	C.E.	
Barr, S.	3.3	Ch.E.	
Caggiano, G. J.	3.3	E.E.	
Hare, R. C.	3.3	E.E.	
Kopf, E. H.	3.3	E.E.	
Marchetti, C. P.	3.3	M.E.	
Howie, D. S.	3.2	M.E.	
Jones, R. T.	3.2	Ch.E.	
Miner, J. W.	3.2	M.E.	Third
Fujczak, W. S.	3.1	M.E.	Honors
George, R. L.	3.1	M.E.	
Kapinos, F. P.	3.1	C.E.	
Dixon, D. L.	3.0	C.E.	
Drewski, J. J.	3.0	I.E.	
McCue, B. E.	3.0	E.E.	
Soja, S. J.	3.0	M.E.	
<u>CLASS OF 1961</u>			
Corsi, J.	3.9	I.E.	First
McClung, J. B.	3.8	E.E.	Honors
Young, J. A.	3.8	E.E.	
Babillis, R. C.	3.7	Ch.E.	
Kelley, K. J.	3.7	E.E.	
Augstkalns, V. A.	3.6	Ch.E.	Second
Baran, S.	3.5	E.E.	Honors
Hopkins, D. R.	3.5	Ch.E.	
Labbe, H. C.	3.5	E.E.	
Prych, E. A.	3.5	C.E.	
Campbell, J. A.	3.4	E.E.	

<u>CLASS OF 1961 (continued)</u>			
Dunleavy, J. E.	3.3	Ch.E.	
Reinberge, R.	3.3	C.E.	
Hewitt, J. J.	3.2	M.E.	
Johnson, G. F.	3.2	E.E.	
Page, M. G.	3.2	E.E.	
Roth, H. K.	3.2	E.E.	
Desfosses, R. A.	3.1	E.E.	Third
Lavallee, R. L.	3.1	E.E.	Honors
Marks, M. A.	3.1	C.E.	
Mraz, D. J.	3.1	M.E.	
Williams, R. H.	3.1	E.E.	
Cain, J. F.	3.0	E.E.	
MacDougall, R. H.	3.0	None	
Mello, R. M.	3.0	C.E.	
Ratay, R.	3.0	C.E.	

<u>CLASS OF 1962</u>			
Young, J. G.	3.8	C.E.	First Honors
Parker, J. E.	3.5	C.E.	
Abbott, W. H.	3.4	Ch.E.	
Adam, J. A.	3.4	C.E.	
Jacobs, C. J.	3.4	E.E.	
Tracy, P. G.	3.4	E.E.	
Cooper, P. A.	3.3	M.E.	
Livingston, D. R.	3.3	E.E.	
Paydos, C. J.	3.3	E.E.	
Rizos, J. A.	3.3	Ch.E.	
Zimmer, L. J.	3.3	E.E.	
Brownhill, R. D.	3.2	Ch.E.	
Fohlin, C. L.	3.2	M.E.	
Nichols, R. V.	3.2	E.E.	
Ozimana, C. D.	3.2	E.E.	
Daniels, E. A.	3.1	Ch.E.	
Fitzgerald, W. J.	3.1	E.E.	
Lapier, C. E.	3.1	E.E.	Third
Libardoni, A. L.	3.1	E.E.	Honors
Murray, R. A.	3.1	E.E.	
Rice, W. A.	3.1	C.E.	
Scott, R. L.	3.1	E.E.	
George, P. T.	3.0	M.E.	
Holbrook, D. W.	3.0	E.E.	
Kalita, R.	3.0	C.E.	
Karshick, F. E.	3.0	M.E.	
Lepine, G. E.	3.0	Ch.E.	
Perkins, W. L.	3.0	E.E.	
Racette, R. A.	3.0	I.E.	



UNIVERSITY OF MASSACHUSETTS
Memorandum

From: School of Engineering
 To: Whom It May Interest
 Subject: Employment of Engineering Graduates, Class of 1959

(Date: July 22, 1959)

This year through the efforts of Mr. Robert L. Hartung, University Placement Officer for Men and our own staff, the one hundred and sixty-one graduates have had an unusual opportunity to select their particular positions from many.

The following companies or organizations are employing one (1) engineering graduate:

Allen Manufacturing Company, Wrentham, Connecticut
 American Bosch Arms, Springfield, Massachusetts
 American Brass Company, Waterbury, Connecticut
 Anaduro and Ferruti, Incorporated, Springfield, Massachusetts
 Atlantic Refining Company, Philadelphia, Pennsylvania
 Bechtel Corporation, San Francisco, California
 Bendix Aviation, Scituate, Division, Elyria, New York
 Bethlehem Steel Company, Bethlehem, Pennsylvania
 Boeing Airplane Company, Seattle, Washington
 Burndy Corporation, Norwich, Connecticut
 State of California, Sacramento, California
 Connecticut State Highway Department, Hartford, Connecticut
 David Taylor Model Basin, Washington, D.C.
 Department of Mental Health, Boston, Massachusetts
 Diamond Gardiner Corporation, Thorndike, Massachusetts
 E. I. duPont de Nemours, Buffalo, New York
 Elliott Company, Jeannette, Pennsylvania
 Factory Insurance Association, Hartford, Connecticut
 Factory Mutual Engineering Division, Norwood, Massachusetts
 General Electric Company, Schenectady, New York
 General Electronic Tube, Incorporated, Springfield, Massachusetts
 General Foods Research Center, Tarrytown, New York
 Hamilton Standard Division, Windsor Locks, Connecticut
 Hercules Powder Company, Kenil, New Jersey
 Holyoke Water Power Company, Holyoke, Massachusetts
 Hughes Aircraft Corporation, Los Angeles, California
 Hydrol, Incorporated, Milford, Massachusetts
 Illinois Institute of Technology, Chicago 16, Illinois
 International Business Machines Corporation, Elmsford, New York
 International Telephone and Telegraph, Atlantic, New Jersey
 Lestell, Incorporated, Holyoke, Massachusetts
 Maine Public Service Company, Passaic Isle, Maine
 Massachusetts Institute of Technology, Cambridge, Massachusetts
 Mechanic Tool and Stamping Company, Incorporated, Worcester, Massachusetts
 National Aeronautical and Space Administration, Langley Field, Virginia
 National Carbon Company, St. Albans, Vermont
 Naval Air Material Center, Philadelphia, Pennsylvania
 Naval Research Laboratory, Washington, D.C.
 New Jersey Bell Telephone Company, Burlington, New Jersey
 Norden Laboratory, Milford, Connecticut
 Norton Company, Worcester 6, Massachusetts

July 21, 1958

Phileo Corporation, Philadelphia, Pennsylvania
Portsmouth Area Airport, Portsmouth, New Hampshire
Pratt and Whitney Aircraft, East Hartford, Connecticut
Radio Corporation of America, Camden, New Jersey
Raytheon Manufacturing Company, Waltham, Massachusetts
Rensselaer Polytechnic Institute, Troy, New York
Sikorsky Aircraft, Stratford, Connecticut
Sperry Gyroscope, Great Neck, New York
Sprague Electric Company, North Adams, Massachusetts
Stone and Webster Engineering, Boston, Massachusetts
Sylvania Electric Products, Waltham, Massachusetts
Tennessee Valley Authority, Knoxville, Tennessee
Transiron Electronic Corporation, Haverfield, Massachusetts
United Aircraft Corporation, Hartford, Connecticut
United Illuminating Company, New Haven, Connecticut
U.S. Air Force
U.S. Army
U.S. Coast and Geodetic Survey, Washington, D.C.
U.S. Forest Service, Washington, D.C.
U.S. Gypsum Company, Falmouth, Massachusetts
U.S. Marine Corps
U.S. Navy
University of Delaware, Newark, Delaware
University of Massachusetts, Graduate School, Amherst, Massachusetts
Veterans Administration Hospital, Leeds, Massachusetts
Warren Weeps Incorporated, Warren, Massachusetts
Varig Aircraft Company, Norion, Pennsylvania
Wester Electric Company, North Andover, Massachusetts
Western Massachusetts Electric Company, Springfield, Massachusetts
Western Union Telegraph, Boston, Massachusetts
Westinghouse Electric Corporation, Pittsburgh, Pennsylvania
Whitington Corporation, Harrison, New Jersey
Wyman-Gordon Company, Worcester, Massachusetts

George W. Newton



University of Massachusetts
School of Engineering

ENGINEERING CURRICULA AND ADVANCED R.O.T.C.

On January 6, 1959, the School of Engineering voted:

Only 6 s.h. of credit for advanced R.O.T.C. courses will be allowed toward a B.S. degree in any engineering curriculum. The requirements for which these 6 s.h. credits may be substituted in the various curricula will be decided by each department.

This action has been approved by the University administration and will go into effect in September 1959 for the Class of 1961 and all following classes.

It should be noted that this does not prevent an engineering student from electing advanced R.O.T.C., and in fact the School of Engineering feels that such a choice is commendable in view of each person's military obligation. However, if a student does elect advanced R.O.T.C., he is demonstrating an interest in two career objectives, one engineering and the other the military services. Therefore, an individual should not expect to attain two objectives with the same effort as if he had only one. Thus only 6 s.h. of credit for advanced R.O.T.C. courses may be substituted for requirements of the engineering curricula.

G. A. Marston, Dean
School of Engineering

February 12, 1959



MEMORANDUM

From: School of Engineering
 To: President J. Paul Mather
 Subject: Gifts to the School of Engineering 1958-59

Date: August 17, 1959

During the past year we have received the following donations of equipment, books, etc. It is recognized that all donations must have the approval of the President and it is for that reason the list is being submitted at this time. Most of these donations are the result of personal contacts of our staff.

Equipment

<u>Chemical Engineering Department</u>	<u>From</u>
Binco Filter Test Leaf Kit (1)	The Binco Corp., New York, N. Y.
Refinery Flow Diagram (1)	The Texas Company, New York, N. Y.
<u>Electrical Engineering Department</u>	
Cenco Graduated Stand (1)	Amer. Bosch Arma Co., Springfield, Mass.
Assorted Thyretrons (12)	" " " " " "
Assorted Vetrifeed Resistors (12)	" " " " " "
Assorted Electrolytic Capacitors (44)	" " " " " "
Transmitting Capacitors (2)	" " " " " "
Small Gear Assembly (1)	" " " " " "
Cenco Pressovac Vacuum Pump (1)	" " " " " "
Type 5CPI Cathode Ray Tube (1)	" " " " " "
RCA 3" Oscilloscope (1)	" " " " " "
Type T-36313 Amplifier (1)	" " " " " "
Gen. Radio Co., 213 1000 cycle Tuning Fork Oscillator (1)	" " " " " "
Gen. Radio Co., 732-A Distortion and Noise Meter (1)	" " " " " "
Gen. Radio Co., 509-R, .05 mfd. Standard Capacitor (1)	" " " " " "
Salo 15,000 volt Gas Tube Transformer (1)	" " " " " "
Weston Model 341 1200 volt Multiplier Resistor (1)	" " " " " "
Special Four Terminal Networks (2)	" " " " " "
Filament Transformer (1)	" " " " " "
727 Magnetic Tape Unit (1)	I.B.M., Kingston, New York
Transistors, type NPN and PNP (2)	" " " " " "
Generalized Machine Laboratory Set (1)	Westinghouse Electric Corp., Spfld., Mass.
Tektronix, type 570 Characteristic Curve Tracer (1)	Tektronix, Inc., Newtonville, Mass.
Medical X-Ray Unit (1) (Assigned to Physics Department)	General Electric Co., Pittsfield, Mass.
RCA C-7761A Selective Electrostatic Storage Tubes (3)	The Rand Co., Santa Monica, California
#5 Ledex Rotary Solenoids (2)	G.H. Leland, Inc., Dayton, Ohio
#5 Ledex Rotary Selector Switch with coil (1)	" " " " " "
Miscellaneous equipment including coils, condensers, rheostats, etc.	Western Electric Co., Springfield, Mass.
<u>Mechanical Engineering Department</u>	
6" Pocket Log-Log Slide Rule (1)	Dietzgen Corp., Chicago, Illinois



Books

Civil Engineering Department

From

Timber Design & Construction Handbook	National Lumber Manufacturers Assoc., Wash. D. C.
U.S.D.A. Wood Handbook	" " " " " "
Modern Timber Engineering	" " " " " "
Wood Structural Design Data	" " " " " "
Douglas Fir Use Book	" " " " " "
National Design Specification	" " " " " "
Redwood Data Book	" " " " " "
Grading Rules and Specifications	" " " " " "
Miscellaneous Literature	" " " " " "
Copies of Civil Engineering Journal	Mrs. Fred W. Rice, Sunderland, Mass.
Copies of Sewage Works (1950-1959)	Walter E. Merrill, West Medford, Mass.
Ultimate Cost of Building Walls	Structural Clay Products Institute, Wash. D. C.

Electrical Engineering Department

Copies of "Problems Requiring Research in the Electric Power Service Corporation"	Amer. Power Service Corp., New York, N. Y.
Copy of "42 Reports, etc."	Leeds & Northrup Co., Philadelphia, Pa.
Leaflets on Steam Turbines	Westinghouse Elec. Corp., E. Pittsburgh, Pa.

Mechanical Engineering Department

Gift of books from the Library of Edward D. Emerson	Mrs. Edna H. Emerson, Leverett, Mass.
Symposium on Statistical Aspects of Fatigue (50)	A.S. Testing Materials, Philadelphia, Pa.
Symposium on Strength and Ductility of Metals at Elevated Temperatures (50)	" " " " " "
Symposium on Fatigue with Emphasis on Statistical Approach (50)	" " " " " "
Copper	Mrs. R. M. von Hofen, Northampton, Mass.
Tables for the Determination of Common Minerals	" " " " " "
Tool Steel Simplified	" " " " " "
Metals Handbook (1948 Edition)	" " " " " "
Corrosion and Preservation of Iron and Steel	" " " " " "
Tool Steel Handbook	" " " " " "
The Evolution of Physics	" " " " " "
The Quantum Theory of Valence	" " " " " "
The Science of Metals	" " " " " "
Principles of Iron Founding	" " " " " "
Nitriding Symposium	" " " " " "
Hardening of Alloy Steels	" " " " " "
A.S.T.M. Methods of Chemical Analysis	" " " " " "
Copies of Metal Progress (1930-1934)	Mr. A. L. Shields, Longmeadow, Mass.

General

DaVinci brochures	Dept. of Arts & Sciences, I.B.M., New York, N. Y.
DaVinci Panels	" " " " " "
The Yarway Story	Yarnall-Waring Co., Philadelphia, Pa.
Federal Aid for Highways (3)	National Highway Users Conference, Phil., Pa.
Journal of Research & Development	I.B.M. Corp., Poughkeepsie, N. Y.
Accident Prevention	Assoc. Gen. Contractors of Amer., Wash., D.C.
Copies of Wrought Iron	A.M. Byers Co., Pittsburgh, Pa.

ANNUAL REPORT

Walter F. Mitchell, Dean
School of Home Economics
University of Massachusetts
Amherst, Mass.

October 1, 1958 - September 30, 1959

1. Summary of Appropriations and Allotments
2. Personnel
3. Organizational Chart
4. Students and Enrollments
5. Faculty Publications and Research Grants
6. Special Projects
7. Future Plans and Needs



<u>Academic</u>	<u>1947-50</u>	<u>1950-51</u>	<u>Allotment</u>
		\$5,675.00	\$ 8,100.00
	1958-59	7,000.00	10,130.00
	1959-60	7,000.00	

<u>Personnel - No. in each rank</u>	<u>Sept. 1957</u>	<u>Sept. 1958</u>	<u>Sept. 1959</u>
Instructor	4	3	4
Assistant Professor	6	6	3
Associate "	3	4	4
Professor (Div. Head)	1	1	1

Organizational Chart

UNIVERSITY OF MASSACHUSETTS
School of Home Economics - Administrative Organization

Board of Trustees, University of Massachusetts

President

School of Home Economics

Dean

Experiment Station
U.S.D.A.

Mass. Experiment Station
Supported by Fed. & State
Funds

Resident Instruction Staff

Extension
State Leader
Assoc. St. Leader
Staff

Research
Head of Research
Staff

Detail reports from Home Economics Extension and Research are included in College of Agriculture report.

Students or clientele

	<u>1957</u>		<u>1958</u>		<u>1959</u>
a. Number of majors	130		126		111
b. No. of students taught	<u>1st Sem.</u> 359	<u>2nd Sem.</u> 403	<u>1st Sem.</u> 368	<u>2nd Sem.</u> 353	<u>1st Sem.</u> 427
No. of non-majors	119	84	145	96	142
No. of courses offered	19	19	18	18	20

Faculty Publications (Oct. 1, 1958 - Sept. 30, 1959)

1. Cooper, Barber, Mitchell & Rynbergen - "Nutrition in Health and Disease", 13th edition; 1958; J.B.Lippincott Co.
2. Mitchell, Helen S. - chapter in 1959 Yearbook of Agriculture "Food" - "Don't Be Fooled by Fads."
3. Wertz, A.W., M.B.Derby, P.K. Ruttenberg and G.P. Franch - "Urinary Excretion of the Same Women During and After Pregnancy." Journal of Nutrition 68, 582, 1959.

Research Grants

National Science Foundation grant for Honor Student for summer time research, \$600.

Charles H. Hood Dairy Foundation Fellowship for research in nutrition, \$1800 per year for three years.

Research Projects - Nutrition and Consumer Research

Five projects listed on page 10 of Appendix of College of Agriculture report.

Special projects or programs - Hokkaido University

Two Hokkaido University staff members, Mrs. S. Sante and Miss S. Yamashita, arrived in the fall of 1959 to spend the balance of the school year. They will study and observe in home economics and related courses in preparation for initiating a program at Hokkaido University 1960-61.

One of them plans to work with Mr. Oishi in Food Technology on his research project on fish.

They also plan to accompany members of the Home Economics Extension staff on field trips during January between semesters and also during second semester. The 11 men from Hokkaido were taken on a tour of Skinner Hall and the program in Home Economics was explained so that they would be aware of the nature of the new department to be initiated at Hokkaido University.

Future Plans and Needs

The report of an ad hoc committee which has been giving thoughtful consideration to future developments, is attached.

In order to implement these recommendations we need approval of items in working toward departmentalization. We need a permanent staff member to head up the program in Child Growth and Development. We still need staff replacement to cover courses previously taught by Dean Mitchell and Mrs. Cassien, both of whom will be in Japan next year.

Facilities and equipment will need to be brought up-to-date in line with course and research needs, especially for Experimental Foods and for Textiles.

Respectfully submitted



Helen S. Mitchell, Dean
School of Home Economics

12/10/59

NSM:dem



To: President J. Paul Mather

Date: December 24, 1958

From: Helen S. Mitchell

Re: Report of a special ad hoc committee of the joint staff of the School of Home Economics, appointed by the Dean in October 1958, to make recommendations as to future developments of the school. (Members of committee: J. Burroughs, K. Esselen, O. Merriam, A. Wertz, and S. Hawes, Chairman)

These recommendations are the result of concerted effort on the part of the committee to arrive, objectively, at certain policies and procedures that might be considered to be worthy of implementation.

- I. It is recommended that the School of Home Economics at this University provide curricula which offer students an education that will prepare them for professional competence in selected subject-matter areas.
- II. It is recommended that, in order to facilitate this educational plan, reorganization of the present program into distinct subject-matter areas or departments be instituted. It is also recommended that there be a definite arrangement made by the administration for cooperative development among research, extension and resident teaching staffs within the specific subject-matter areas.

Suggested areas proposed for departmentalization are:

- a. Foods, Nutrition and Institutional Administration
- b. Clothing, Textiles and Related Art
- c. Child Growth and Development
- d. Family Economics and Home Management

(Home Economics Education may be either a departmental or interdepartmental major organized with a staff member as adviser.)

- III. It is recommended that each department or subject-matter area have effective leadership. This leadership might be achieved by a system of a "rotating chairmanship" such as that presently in operation in the School of Business. In order to implement the process of reorganization, it is recommended that temporary chairmen be elected by each subject-matter area group.
- IV. It is recommended that the staff in each subject-matter area immediately concern themselves with an objective study and evaluation of the entire program in their area. Factors to be considered are:
 - a. Establish long-range objectives for the department in all three services.
 - b. Define for the students the professional opportunities in area.
 - c. Outline courses necessary to meet departmental objectives based not only on present courses, but also with consideration for future developments.

- d. Establish requirements for major work in each area and consideration of adequate prerequisites.
- e. Evaluate the effectiveness of each course now offered. Is it academically respectable? How it contributes to the overall program?
- f. Plan for most effective use of present personnel. Outline present and future needs in all three services.
- g. Consideration of research programs.
- h. Consideration of extension programs.
- i. Consideration of graduate programs.

The Ad hoc committee recommends that the chairman in each area make a written progress report to the Dean of the School of Home Economics not later than February 15, 1960.

V. It is recommended that the School of Home Economics explore the possibility of setting up an Advisory Council made up of professional men and women who hold high positions in corporations and institutions that employ the services of professional home economists. This group of people could furnish the school with expert counsel concerning current personnel requirements and problems relating to the fields we wish to serve. As a precedent in this regard, we cite the recent establishment of such councils which enthusiastically and successfully serve two areas in the College of Agriculture.

Kalen S. Mitchell, Dean
School of Home Economics

SM:dem

UNIVERSITY OF MASSACHUSETTS

School of Nursing

ANNUAL REPORT

October 1, 1958-September 30, 1959

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Appendix A - Faculty Activities 1958-1959

Appendix B - Committee Membership 1958-1959

Appendix C - Statistical Report of the School 1958-1959



UNIVERSITY OF MASSACHUSETTS
School of Nursing

ANNUAL REPORT

October 1, 1958-September 30, 1959

Appropriation:

1957-58	\$ 7,400.00
1958-59	\$ 9,550.00
1959-60	\$13,895.00

Personnel:

Rank	Number of Personnel		
	Sept. 1957	Sept. 1958	Sept. 1959
Dean	1	1	1
Professor	0	0	0
Associate Professor	2	2	2
Assistant Professor	2	2	2
Instructor	1	3	3
Total:	6	8	8

Organizational Chart:

Chart I - School of Nursing in relation to University - page 1a

Chart II - Faculty Organization of the School of Nursing - page 1b

Students:

	Sept. 1957	Sept. 1958	Sept. 1959
Number of majors	57	67	97
*Number of non-majors Taught	125	14	Four conferences Planned.

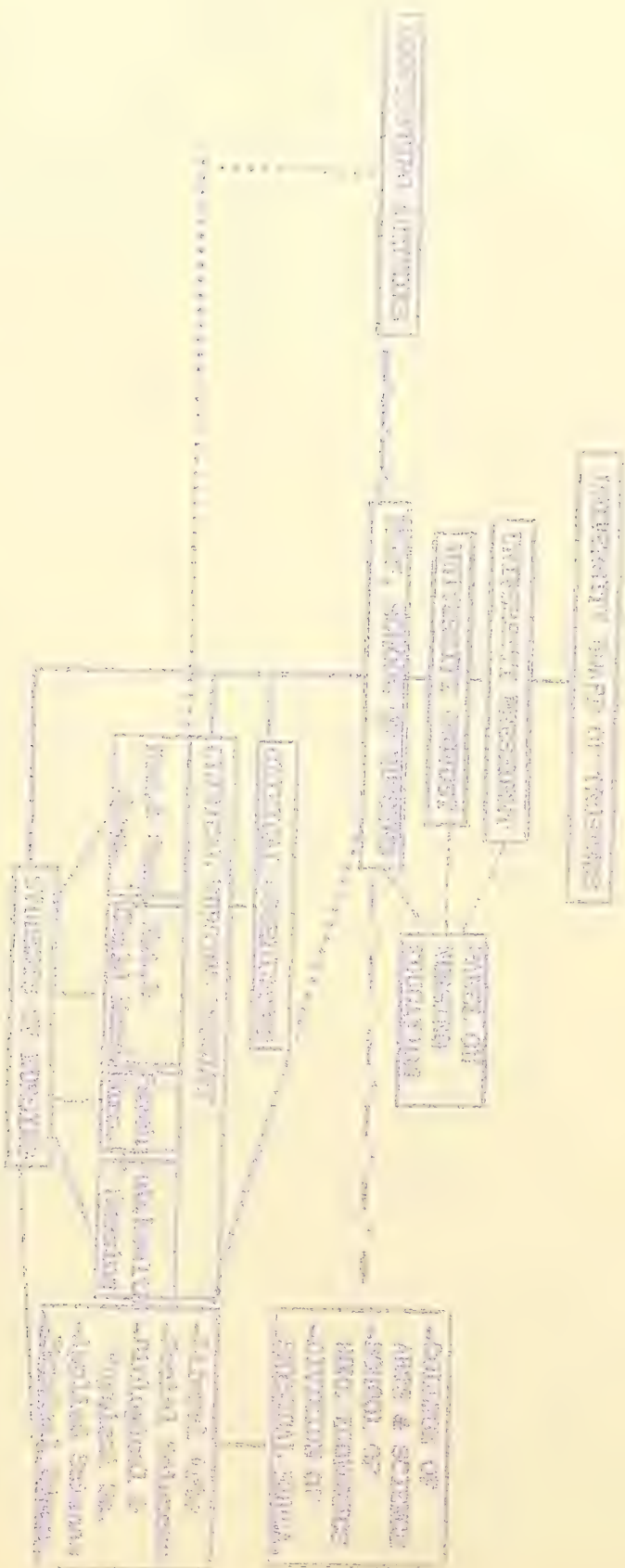
Graduated: June, 1958 June, 1959
 4 3

Faculty publications, research grants, research projects and other professional activities:

a. Grants:

A five-year grant for the purpose of integrating psychiatric nursing throughout the basic nursing program was made in July, 1956 by the National Institute of Mental Health United States Public Health Service.

UNIVERSITY OF MISSISSIPPI
 SYSTEM OF HIGHER
 EDUCATION



- _____ HIGHER EDUCATION
- _____ ADVISORY RELATIONS
- _____ COORDINATING RELATIONS
- _____ COOPERATIVE RELATIONS

Department of Health and Human Services
Office of the Assistant Secretary for Health
Office of the Assistant Secretary for Health

Office of the Assistant Secretary for Health
Office of the Assistant Secretary for Health

Office of the Assistant Secretary for Health
Office of the Assistant Secretary for Health

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Office of the Assistant Secretary for Health
Office of the Assistant Secretary for Health

Allotments are made to the School on an annual basis. To date \$53,543.00 has been allocated with another \$15,000.00 anticipated for the final year of the grant 1960-61 (Total Grant \$68,543.00).

b. Projects:

In September, 1957, a research study was initiated in cooperation with the University Department of Psychology to determine the effects of a college nursing program upon the self concept and upon the interpersonal conceptions of students of nursing. This study grew out of the school's attempt to integrate interpersonal relations and other related concepts throughout the curriculum through the media, of certain courses specifically devoted to a greater understanding of self and others. It is believed that the data obtained will be helpful in:

- (1) answering the general question concerning the effectiveness of a program designed to promote greater skill in dealing with self and others.
- (2) Identifying the more specific elements of the program that contribute constructively to these interpersonal skills.
- (3) Determining whether or not students of nursing modify their judgments of patients and peers.
- (4) ascertaining the critical attributes of the liked person category, and of the category of high acceptance of self.

c. Publications:

Maher, Mary A. & Ginsberg, Frances: "Can the Teaching of Fundamentals of Operating Room Nursing to Basic Nursing Students be Patient Centered?", The Year Book L.P. Putnam's Sons, N.Y., 1959.

d. Professional Activities: See Appendix A.

Special Projects or Programs.

During 1958-59, the faculty completed the application for accreditation of the Basic Nursing Program by the National League for Nursing. The required materials were submitted in July, 1959. The accreditation visit has been scheduled for the week of January 11, 1960.

A School of Nursing Bulletin was developed and is in the hands of the printer.

Winter job related work conferences for employed Graduate Nurses.



Future Plans and Needs of the School of Nursing

Curriculum Changes

Shortening of Program

After considerable study and evaluation, the faculty voted to shorten the program to 4 academic years plus a summer session of 10 weeks.

The shortened program effective for the class entering in September, 1957, represents the combined efforts of the faculty in the process of curriculum reconstruction. It reflects a studied approach to the many problems inherent in the process while the faculty was concurrently carrying the responsibilities for, and meeting the demands of the instructional program.

The students enrolled in the four year program will assume the full expenses of the program. With the elimination of the two day service remuneration plan, the faculty member(s) responsible for a clinical nursing course are able to plan a weekly schedule of classes for the students of nursing which is more consistent with the schedule of the University students.

More time is available to the students for study, reflection, and for class preparation. The available resources of the hospital and community can be utilized with greater flexibility by the faculty for learning experience.

With the shortening of the program, and the decrease in the number of weeks assigned to each clinical course, (theory and practice) both the faculty and the students assume an increased responsibility for the total educational experience. A faculty-student ratio, essential for the guiding of all learning experiences of the students in a professional program must be established and maintained. While the University ratio is established as 1:15, experience has proven that the many complexity in the clinical situation dictate a ratio of 1:6 or 1:8 for a professional School of Nursing. Time must be provided for the faculty to adequately supervise nursing practice, prepare for classes, and to investigate improved methods of teaching. Research and publication cannot be expected of a faculty carrying and counselling heavy teaching responsibilities in clinical situations charged with many emotional tensions.

Expanding Basic Nursing Program

From September, 1957 to September, 1959 the number of students enrolled in the nursing program increased from 57 to 97. It is to be anticipated that additional candidates will seek admission in the ensuing years. Unquestionably the Accreditation status of the school will influence the enrollment. (The decision of the Collegiate Board of Review will be known in April, 1960).

While the growth of the school is most encouraging to a faculty dedicated to the improvement of nursing service to people through improved educational programs, we are facing problems, some of which must be met in the very immediate future.

The major problem areas and needs are herein identified, and projected plans are outlined. The projected plans will, of necessity, need to be discussed thoroughly with the Administration of the University before any action can be taken by the School.



A. Problems:

1. Limitation of the Clinical resources in the Springfield Division and at the McLean Hospital.

Immediate Plans:

Maximum utilization of the existing clinical resources in Maternity, Pediatrics, Public Health and Psychiatric Nursing. Throughout the entire year, (while this will effect course sequence for a given class, the plan is educationally sound.)

With the increased number of students, it is apparent that new and different educational patterns must be explored. The hope lies in maximum utilization of the learning experiences in the official, non-official, and industrial health services without concern for organizational barriers. This task will exact tremendous ability and energy on the part of the faculty.

Projected:

Initiate steps in 1960-61 to establish a second Clinical Division which meets the criteria for a Basic Collegiate nursing program. Development of a plan and agreements wherein the cooperating agencies will be ready to enter into a collaborative relationship by September, 1961.

2. Additional Staff

Professional:

Clinical Division(s)

Full Time:

Immediate Plans:

Recruitment and appointment of an additional faculty member qualified to teach Fundamentals of Nursing Care and Medical and Surgical Nursing. Appointment: September, 1960 latest possible date.

Projected Plan:

Recruitment of the clinical faculty responsible for the instructional program in the Second Clinical Division (counter part of present clinical faculty). Appointment by February, 1961.

Part Time:

None-nursing faculty

Immediate Plans:

Clinical Nutritionist & Social Worker continues to employ on a daily basis, as referred throughout the years.

Projected Plan:

Appointment on an Academic Year to allow for continuity of educational services & flexibility in uses of these faculty members:

Clinical Nutritionist - 1/2 Salary \$1960

Social Worker - 1/2 Salary \$1960



Non-Professional:

Projected Plan:

Assignment of a full time Junior Clerk Stenographer by September, 1960.

Assignment of a full time Junior Clerk Stenographer to the Springfield Clinical Division and a half time Junior Clerk Stenographer to the Second Clinical Division by September, 1961.

3. Promotion and Merit Increases for Faculty

The death of well qualified professional nursing faculty makes it imperative that the administration give consideration to the promotion of four (4) faculty member and a merit increase for one (1) by 9/1960.

4. Equipment and Teaching Aides

Out worn equipment such as a typewriter and duplicating machine in the Springfield Division must be replaced in 1960.

With the development of a Second Clinical Division by September 1961, it will be necessary to furnish a faculty office, and to provide the supplies of Audio-Visual Aids essential for the Clinical Division's Operation.

1. Continuation Programs for Graduates of Hospital Schools of Nursing

(1) Supplemental program (General Nursing Program) leading to a baccalaureate degree.

Graduates of diploma schools of nursing in Western Massachusetts, the Western Massachusetts Hospital Administrators' Association, the employing agencies and the Department of Mental Health have requested that a supplemental program for Graduate Nurses be initiated by the School of Nursing. While the required academic courses are already available, the nursing courses are meaningful clinical experiences will have to be developed. If two and possibly three faculty members could be employed by September 1960, the program could then be initiated. Federal Funds, available to graduate nurses for full time study cannot be utilized by the trainee except in educational programs accredited by the National League for Nursing. (A program would need to be in effect for a year before an accreditation visit can be requested).

(2) Job Related Work Conferences.

Work conferences for employed graduate nurses will continue to be given during the summer terms. Closer working relationships have been established with Massachusetts Department of Public Health, Public Health Nursing Section, in the planning of these work conferences.

Space

The present space allocated to the School in the Western Massachusetts Health Center is barely adequate at this stage of our development. The area which serves a dual role of a reception room for visitors, and a secretary's office is very crowded. The present floor plans for the fourth wing of the Justin Morrill Science Center will provide the much needed space adjacent to our present suite. A years delay in the construction of this fourth wing is understandable yet regrettable. This delay, however, should not retard our projected plans for the expansions of our basic nursing program, and the initiation of the Supplemental Program for Graduates of Hospital Schools of Nursing.

Extension of Educational Services to Schools of Nursing

Increasingly members of the faculty are requested to provide consultation service to schools of nursing. This service has usually been given after a full day's work or over a weekend. The faculty feels a responsibility for extending consultation services to the School of Nursing in the Commonwealth, and believes that such service is consistent with the philosophy of a Land Grant University. The need is indeed great.

Within the foreseeable future, our School should be in a position to offer such educational services on a requested basis.

Summary

The growth of the school over the past five years, reflects continuous administrative support; the interest of the academic faculty providing foundation courses for the Students of Nursing; the support of the cooperating agencies providing clinical resources, and above all else the services of a dedicated nursing faculty. The sustainably high quality of faculty performance, and faith in the educational program has made the attainment of our goals for the first five years possible.

The next five years offer great challenges. We realize the need for continuous interpretation of the basic collegiate nursing program to the many who do not fully realize that only well selected, well prepared, and highly motivated young men and women can adequately assume the responsibilities inherent in the role of the professional nurse.

The graduates of diploma Schools of Nursing, particularly in Western Massachusetts must be provided with an opportunity to supplement their educational preparation. Additional preparation of this group of nurses is necessary if nursing service to people is to be qualitative.

The situations in hospitals will be materially improved as more graduate nurses are adequately prepared to meet the responsibilities of their positions. Such preparation is long overdue.

With the initiation of the first nursing program in a public Junior College (Newton Junior College-September 14, 1959) it may be anticipated that future public Community Colleges will include nursing programs. One of our faculty members, through research, study, and experience in developing the nursing program of the Newton Junior College with the Nursing Council of the United Community Services of Greater Boston is qualified to give consultation in this area of nursing education. Her membership on the Advisory Committee of the Newton Junior College Nursing Program will make it possible to learn of the progress and problems of this new educational venture in Massachusetts.

It seems imperative that the University, through its School of Nursing, accept the responsibility for 1) expanding and improving our basic nursing program 2) initiating a supplemental program leading to a baccalaureate degree for graduate nurses 3) continuing the practice of providing consultation service to Schools of Nursing in the Commonwealth and 4) providing consultation to public Community Colleges planning to include nursing programs 5) continue job related work conferences for employed graduate nurses.



The possibilities for extended educational service to the Community in nursing education through the University's School of Nursing are unlimited. The need is great, and the material barriers which limit these services, somehow must be surmounted if we are to assume the professional responsibilities of the coming decade.

APPENDIX

- A. Faculty Activities 1958-1959
- B. Committee Membership 1958-1959
- C. Statistical Report of the School of
Nursing 1958-1959

Faculty Activities

October 1, 1958-September 30, 1959

In addition to their regular administrative, teaching and counseling activities, the faculty of the School of Nursing has participated individually and collectively as follows:

Participation in the planning and implementation of educational and other services within the University:

1. All-University Committee Membership:

- Miss Maher

- ...University Senate, Member
- ...Health Council, Chairman
- ...Provost's Administrative Council, Member
- ...Dean's Luncheon Group, Member
- ...Infirmery Building Committee, Member
- ...Board for Naming Buildings, Member

- Miss Byrne

- ...Committee to Plan High School Guest Day, Member
- ...Committee to Plan University Open House Day, Member

- Miss DiNaggio

- ...Committee to Plan University Open House, Member

- Miss Kelly

- ...Library Committee, Member
- ...Discipline Committee, Member

- Miss Macdonald

- ...Course of Study, Member

2. School of Nursing Committee Membership:

- Miss Maher

- ...Faculty Organization, Chairman
- ...Interagency Administrative Committees, Chairman
- ...Interagency **Coordinating Committees**, Member
- ...Curriculum, Student Personnel, In-service Education, Library Committees, Member
- ...Faculty Personnel Committee, Member
- ...Faculty-Student Affairs Committee, Member
- ...Advisory Panel on Nursing Education, Member
- ...Advisory Committee on Psychiatric Nursing, Member
- ...Intercollegiate Coordinating Committee on Psychiatric Nursing, Chairman
- ...Intercollegiate Administrative Committee on Tuberculosis Nursing, Member



- Miss Byrne

- ...Faculty Organization, Member
- ...Curriculum, In-Service Education and Student Personnel Committees, Committee on Committees - Member
- ...Faculty Personnel Committee, Secretary
- ...Interagency Coordinating Committee Maternal and Child Care - Member
- ...Interagency Coordinating Committee Public Health Nursing - Chairman
- ...Interagency Administrative Committee Public Health Nursing Agencies - Secretary
- ...Nursing Club - Co-advisor to Finance Committee, Co-advisor to Selection of Student Nurse of the Year Committee.

- Miss Clarke

- ...Faculty Organization, Member
- ...Curriculum, In-Service, Student-Faculty Affairs Committees, Member
- ...Faculty Personnel Committee, Chairman
- ...Student Personnel Committee, Secretary
- ...Interagency Coordinating Committee Medical and Surgical Nursing, Secretary
- ...Advisory Committee on Psychiatric Nursing Clinical, Faculty Representative
- ...Nursing Club - Co-Advisor to Program Committee
- ...Student Council of School of Nursing - Advisor

- Miss DiMaggio

- ...Faculty Organization, Member
- ...Faculty Personnel and Committee on Committees, Member
- ...Student Personnel Committee, Chairman
- ...Student-Faculty Affairs Committee, Chairman
- ...Curriculum Committee - Co-secretary
- ...Interagency Coordinating Committees Maternal and Child Care, Chairman
- ...Interagency Coordinating Committees Public Health Nursing, Secretary
- ...Interagency Administrative Committees Wesson Mavernity Hospital, Secretary
- ...Interagency Administrative Committees Springfield Hospital, Member
- ...Interagency Administrative Committees Public Health Nursing Agencies, Member
- ...Advisory Panel on Nursing Education, Clinical Faculty Representative
- ...Nursing Club - Advisor to Nominating Committee

- Miss Gilmore

- ...Faculty Organization, Member
- ...Curriculum Committee, Co-secretary
- ...Committee on Committees, Chairman
- ...In-Service Education Committee, Member
- ...Library Committee, Secretary
- ...Interagency Coordinating Committee Medical and Surgical Nursing, Chairman
- ...Interagency Administrative Committee Springfield Hospital, Member
- ...Nursing Club - Advisor to Revisions Committee



- Miss Kelly

- ...Faculty Organization, Member
- ...Curriculum and Student Personnel Committees - Member
- ...Library Committee, Chairman
- ...Interagency Coordinating Committees
 - Medical and Surgical, Alternate Secretary
 - Psychiatric Nursing, Chairman
- ...Interagency Administrative Committees
 - McLean Hospital, Secretary
 - New England Center Hospital, Secretary
- ...Advisory Panel on Nursing Education, Secretary
- ...Advisory Committee on Psychiatric Nursing, Secretary
- ...Intercollegiate Coordinating Committee on Psychiatric Nursing, Member
- ...Nursing Club - Advisor

- Miss Macdonald

- ...Faculty Organization, Secretary
- ...Curriculum Committee, Chairman
- ...Student Personnel and Library Committees, Member
- ...In-Service Education, Secretary
- ...Interagency Coordinating Committees, Member
- ...Interagency Administrative Committees - Member
 - Springfield Hospital, Secretary
- ...Advisory Panel of Nursing Education, Member
- ...Advisory Committee on Psychiatric Nursing, Member
- ...Intercollegiate Coordinating Committees
 - Psychiatric Nursing - Member
 - Tuberculosis Nursing - Member
- ...Nursing Club - Finance Committee - Co-advisor
- ...Co-advisor - Selection of Student Nurse of the Year Committee

- Miss Mulhern

- ...Faculty Organization, Member
- ...Curriculum, Faculty Personnel, Library Committees - Member
- ...Student-Faculty-Affairs Committee, Secretary
- ...Interagency Coordinating Committees
 - Maternal and Child Care - Secretary
- ...Interagency Administrative Committees
 - Wesson Maternity Hospital, Member
 - Springfield Hospital, Member
- ...Nursing Club - Program Committee - Co-advisor.

Participation in the planning and implementation of programs related to the improvement of patient care and nursing education.

i. Organizational Activities:

- Miss Maher

- ...Member, Dept. of Baccalaureate and Higher Degree Programs, M.L.N.
- ...Member, EACT Section, M.S.N.A.
- ...President Elect, Massachusetts League for Nursing

- ... Member, Steering Committee of M.L.N. for Survey of Nursing Heads and Resources in Massachusetts.
- ... Program Committee Coordinator, Western Massachusetts League for Nursing and District I, M.S.N.A.
- ... Chairman, N. E. Regional Conference for Public Health Nursing Education and Chairman of Steering Committee.

- Miss Byrne

- ... Member, Department of Baccalaureate and Higher Degree Programs, M.L.N.
- ... Member, Public Health Nursing Section, M.S.N.A.
- ... Member, N.E. Conference for Public Health Nursing Education

- Miss Clarke

- ... Member, Department of Baccalaureate and Higher Degree Programs M.L.N.
- ... Member, E.A.C.T. Section, M.S.N.A.

- Miss DiNaggio

- ... Member of Steering Committee, Department of Baccalaureate and Higher Degree Program, M.L.N.
- ... Member, E.A.C.T. Section, M.S.N.A.
- ... Chairman, Interdivisional Council of Maternal and Child Health, M.L.N.
- ... Member, Advisory Council of Massachusetts State Council of Student Nurses (M.L.N. Representative)
- ... Member, Board of Directors of the Junior Workshop in Springfield (Pre-school education for the educable, handicapped child)

- Miss Gilmore

- ... Member, Dept. of Baccalaureate and Higher Degree Programs, M.L.N.
- ... Member, E.A.C.T. Section, M.S.N.A.
- ... First Vice-Chairman E.A.C.T. Section Dist. #1 M.S.N.A.
- ... Chairman, Committee on Careers in Nursing, W.M.L.N.

- Miss Kelly

- ... Member, Dept. of Baccalaureate and Higher Degree Programs, M.L.N.
- ... Member, E.A.C.T. Section, M.S.N.A.
- ... Member, Interdivisional Council of Psychiatric Nursing, M.L.N.
- ... Co-chairman, Program Committee, Dept. of Baccalaureate and Higher Degree Program, M.L.N.

- Miss Macdonald

- ... Member, Board of Directors, M.L.N.
- ... Member, Dept. of Baccalaureate and Higher Degree Programs, M.L.N.
- ... Member, E.A.C.T. Section, M.S.N.A.
- ... Member, New England Regional Conference for Public Health Nursing Education
- ... Member, M.L.N. Subcommittee to Develop Educational Standards for Collegiate School of Nursing in Massachusetts

- Miss Mulhern

- ... Member of Program Committee, Dept. of Baccalaureate and Higher Degree Programs



2. Other Activities:

- Miss Maher

- ...Member, Advisory Committee, Franklin County Public Hospital School of Nursing
- ...Member, Board of Incorporators, Franklin County Public Hospital
- ...Member, Advisory Board, Training Division, Mass. Dept. of Public Health
- ...Member, Board of Registration in Nursing, Commonwealth of Massachusetts
- ...Member, Steering Committee for Work Conference: Family Centered Approach for the Control of Alcoholism, Mass. Alcoholic Commission.

- Miss Byrne

- ...Participant, Continuing Education Program, Springfield Health Department.
Symposium: Changing Concept of Medical Responsibility in Child Health Supervision.
- ...Participant, Hampshire County Public Health Assoc. Program. Panel: The Role of the University in the Preparation of Practitioners in Public Health.
- ...Participant, three-day Work Conference on Alcoholism, sponsored by M.D.P.H. and Commission on Alcoholism.
- ...Participant, ten-day Work Conference on Human Relations in Clinical Nursing.

- Miss Clarke

- ...Participant, three-day Work Conference on Alcoholism, sponsored by M.D.P.H. and Commission on Alcoholism.
- ...Participant, one-day seminar on "Patient Evacuation and Fire Control".
- ...Speaker, Chicopee High School Future Nurses Club.

- Miss DiMaggio

- ...Participant, one-day Institute on Parent Education, sponsored by Interdivisional Council on Maternal and Child Health, N.L.N.
- ...Participant, five-day Conference for the Identification of Maternal and Child Health Concepts, sponsored by the N.L.N. and Children's Bureau.
- ...Speaker, Technical High School Future Nurses Club.

- Miss Gilmore

- ...Member, Advisory Committee, Massachusetts General Hospital School of Nursing
- ...Participant three-day Curriculum Conference, N.L.N. Boston, October, 1958
- ...Speaker, Collegiate Nursing Education - Classical High School, Springfield, April, 1959.
- ...Participant, two-day Work Conference-Team Nursing Hartford Hospital, February 1959
- ...Speaker, University of Massachusetts School of Nursing Program-Alumnae Association, Springfield Hospital School of Nursing, May, 1959.

- Miss Kelly

- ...Participant, one-day seminar on "Patient Evacuation and Fire Control."
- ...Speaker, Human Relations in Nursing, Massachusetts Division of University Extension, Springfield, Hospital, April, 1959.
- ...Participant, one-day Conference, Massachusetts Mental Health Association.
- ...Participant, ten-day Work Conference on Human Relations in Clinical Nursing.



- Miss Macdonald

- ...Member, Advisory Committee for Regional Nursing Education Program, Newton Junior College.
- ...Speaker, Annual Meeting, Central League for Nursing, M.L.N. November, 1950. Leominster Hospital.
- ...Speaker, Annual Meeting, Dept. of Baccalaureate and Higher Degree Programs M.L.N., November, 1950. Hotel Sheraton Plaza, Boston.
- ...Speaker, Annual Meeting, Western Mass. League for Nursing, December, 1950. Springfield Hospital.
- ...Participant, Panel: Educational Standards for Collegiate Schools of Nursing sponsored by Dept. of Baccalaureate and Higher Degree Programs, M.L.N. February, 1959
- ...Speaker, In-Service Education Program for Public Health Nurses in Hampden, Hampshire and Franklin Counties. March, 1959, Amherst, Mass.
- ...Chairman, Recruitment Day Panel, Worcester Medical Association Auxiliary April, 1959. Worcester, Mass.
- ...Graduation Address, Salem Hospital School of Nursing, September, 1959.
- ...Consultation on Curriculum:
 - Mercy Hospital School of Nursing, Springfield
 - Franklin County Public Hospital School of Nursing, Greenfield
 - Worcester City Hospital School of Nursing, Worcester.

Faculty Attendance at Professional Meetings:

<u>Date</u>	<u>Meeting</u>	<u>Place</u>	<u>Faculty Members Attending</u>
9/58	-Symposium on Maternal & Child Health	Springfield, Mass.	Miss Byrne
	-Conference on Tools for Evaluation of Cancer Nursing	Amherst, Mass.	Miss Maher, Miss Byrne, Miss Kelly, Miss Clarke, Miss Macdonald
	-Mass. Public Health Assn. Meeting	Amherst, Mass.	Miss Byrne, Miss Maher
10/58	-Aseptic Practice in Hospital Nursing Services	Holyoke, Mass.	Miss Byrne
	-N.E. Reg. Conf. for P.H.N. Ed.	Boston, Mass.	Miss Byrne, Miss Maher, Chairman
	-Mass. State Nurses Conv.	Holyoke, Mass.	Miss Byrne, Miss Maher, Miss Gilmore
	-Dist. #1 M.S.N.A.-Annual Meeting	Springfield, Mass.	Miss Gilmore, Miss Maher
11/58	-Annual Convention M.L.N.	Boston, Mass.	Miss Macdonald (Speaker) Miss Byrne, Miss Gilmore, Miss Maher, Presiding Officer Luncheon Meeting.
12/58	-Western Mass. League for Nursing-Annual Meeting	Springfield, Mass.	Miss Macdonald (Speaker) Miss Gilmore, Miss Clarke, Miss Byrne, Miss Maher, Program Chairman
1/59	-Mass. Public Health Assn. Meeting	Boston, Mass.	Miss Byrne, Miss Maher, Miss Gilmore, Leader
	-Annual Meeting V.N.A.	Springfield, Mass.	Miss Byrne, Miss Maher
	-M.S.N.A. Dist. #1	Holyoke, Mass.	Miss Clarke, Miss Maher
	-M.L.N. - Dist. #1	Springfield, Mass.	Miss Gilmore



<u>Date</u>	<u>Meeting</u>	<u>Place</u>	<u>Faculty Members Attended</u>
3/59	Mass. Mental Health Association	Boston, Mass.	Miss Kelly
	N.E. Hospital Assembly	Boston, Mass.	Miss Maher
4/59	N.E. Regional Conf. for Public Health Nursing Education	Boston, Mass.	Mary A. Maher, Chairman
5/59	Mass. State Council of Student Nurses Dist. #1	Holyoke, Mass.	Mary A. Maher
	National League for Nursing Convention	Phil., Pa.	Mary A. Maher







Annual Report of the School of Nursing
October 1, 1958-October 1, 1959

PART ONE

Admissions, Withdrawals, Transfers
 Basic Collegiate Program

A. Current Enrollment: (as of October 1, 1959) Total - 97

*Class of 1960 - 9
 Class of 1961 - 9 (five year program)
 Class of 1961 - 14 (four year program)
 Class of 1962 - 26
 Class of 1963 - 39
 Total - 97 students

B. Withdrawals from School of Nursing: Total - 15

Class of 1960 - 2
 Class of 1961 - 0 (five year program)
 Class of 1961 - 6 (four year program)
 Class of 1962 - 7
 Class of 1963 - 0

C. List of Withdrawals by Class:

<u>Name</u>	<u>Date Admitted</u>	<u>Date Withdrew</u>	<u>Reason</u>
<u>Class of 1960</u>			
Dupuis, Joyce	9/55	11/58	Marriage
Sargent, Anne	9/55	11/58	Transfer to School of Education
<u>Class of 1961</u>			
Gamble, Norma	9/57	2/59	Transfer to College of Liberal Arts
Ginspero, Beverly	9/57	9/59	Marriage
McConnell, Patricia	9/57	2/59	Left College-Marriage
Olsen, Carole	9/57	6/59	Left College-Course Failure
Sharpe, Mary	9/57	1/59	Marriage
Wall, Deborah	9/57	6/59	Withdrew Temporarily-Course Failure
<u>Class of 1962</u>			
Bryant, Anne	9/58	2/59	Left College
Cahill, Susan	9/58	9/59	Transfer to School of Education-Course Failure
Cannors, Jean	9/58	2/59	Illness
Clogston, Dorothy	9/58	6/59	Scholastic Failure-Dismissed

*Year of Graduation



<u>Name</u>	<u>Date Admitted</u>	<u>Date Withdraw</u>	<u>Reason</u>
Cooper, Carole	9/58	6/59	Scholastic Failure-Dismissed
Hurney, Elaine	2/59	9/59	Transfer to CLA
Smith, Frances	9/58	6/59	Scholastic Failure-Dismissed

D. Transfers to School of Nursing: Total: 7 Students and 1 Readmission

<u>Class of 1961</u>	<u>Admitted to University</u>	<u>Admitted to School of Nursing</u>	<u>Comment</u>
Fletcher, Margot	9/56	9/56	Transferred to CLA 2/58
		Readmission 9/58	
<u>Class of 1962</u>			
Brightman, Jane	9/58	9/59	Transfer from CLA
Doie, Cynthia	9/58	9/59	Transfer from CLA
Gagne, Judith	9/58	2/59	Transfer from CLA
Gray, Patricia	9/59	9/59	Transfer from Brevard Junior College, Brevard, North Carolina
Lyman, Barbara	9/58	9/59	Transfer from CLA
Saila, Katherine	9/58	2/59	Transfer of School of Home Economics
Thonet, Anne	9/58	9/59	Transfer from CLA

E. Report on September 1959 Admissions:

Number of applications processed*	71
Number of candidates accepted	52
Number of applicants rejected	17
Number of candidates registered	43
Number of candidates withdrawing after registration	4
Number of Freshmen enrolled	39

Note: University policy requiring College Board Examinations for all applicants effective with this class.

F. Comparison of Admission Statistics 1955-1959:

	Class entering:				
	September 1955	1956	1957	1958	1959
Number of applications processed	34	58	49	75	71
Number & percentage accepted	29 85%	48 83%	33 67%	49 65%	52 73%
Number & percentage rejected	5 15%	10 17%	16 33%	26 35%	17 24%
Number of Freshmen enrolled	23	25	22	25	39

*Approximately 150 applications were filed but only 71 completed application procedure.

**Other 3% withdrew applications before final action by committee.

6. Comparison of Place of Residence Statistics for Freshmen Entering the School of Nursing 1954-1959:

	1954	1955	1956	1957	1958	1959
Western Massachusetts	46%	35%	32%	41%	12%	23%
Central Massachusetts	8%	9%	16%	18%	24%	15%
Eastern Massachusetts	46%	56%	52%	41%	50%	59%
Out-of-state	--	--	--	--	4%	3%

Comments on Admission Statistics:

- The number of applications processed more than doubled between 1954-1958; it remained approximately the same for 1958 and 1959.
- The University policy (effective for September 1959 Freshmen) requiring College Board Examinations for all applicants may have had some effect on reducing the number of applications filed and processed in 1959.
- The number of candidates withdrawing after registration was reduced by over one-half in 1959.
- The scholastic aptitude of applicants has improved markedly since 1954.

The entering Freshmen to the School of Nursing placed as follows on the basis of their admission test scores in comparison with the other seven (7) colleges, schools and divisions of the University:

1. Reading speed and accuracy:

Ranked first (by a difference of 10%) in the percentage of scores in the above average grouping and had smallest percentage in below average groups.

2. Grammar:

Ranked first (by a difference of 20%) in the percentage of scores above average, and was the only school to have no scores reported in the below average groups.

3. Vocabulary:

Ranked first (by a difference of 6%) in the percentage of scores above average, and had the smallest percent reported below average.

4. Numerical ability:

Ranked third in the percentage of scores above average, and ranked second in the smallest percent of scores reported below average.

5. Science information:

Ranked second in the percentage of scores above average, and second in the smallest percent reported below average.

6. Social studies information:

Ranked fifth in the percentage of scores reported above average but had the small percentage of scores reported below average.

H. Report of Student Progress: (as of 6/59)

Number and Percent of Students with Cumulative Quality Point Average of:

	Graduates		Seniors		Juniors		Sophomores		Freshmen	
		%		%		%		%		%
4.0	-	-	-	-	-	-	-	-	1	4.1
3.0-3.9	1	33.3	-	-	3	33.3	1	7.1	2	8.2
2.0-2.9	2	66.6	9	100	4	44.4	10	71.5	15	62.5
0.0-1.9	-	-	-	-	2	22.2	3	21.4	6	24.6

Comparison of 1957 and 1958 Cumulative Quality Point Averages for each class enrolled.

	Graduates		Seniors		Juniors		Sophomores		Freshmen	
	1957	1958	1957	1958	1957	1958	1957	1958	1957	1958
4.0	-	-	-	-	-	-	-	-	-	4.1
3.0-3.9		33.3	33.3	-	-	33.3	30	7.1	5.5	8.2
2.0-2.9		66.6	66.6	100	91.5	44.4	40	71.5	63.0	62.5
0.0-1.9	-	-	-	-	8.4	22.2	30	21.4	31.5	24.6

Number and Percent of Students on University Honor's List* (published 8/59)

	Graduates		Seniors		Juniors		Sophomores		Freshmen	
		%		%		%		%		%
1st Honors (3.6 or +)	-	-	-	-	-	-	-	-	1	4.1
2nd Honors (3.4-3.7)	-	-	-	-	-	-	-	-	-	-
3rd Honors (3.0-3.3)	3	100	5	55.5	6	66.6	1	7.1	2	8.2
Total	3	100	5	55.5	6	66.6	1	7.1	3	12.3

*University Honor's List based on semester grade point average.

I. Report on Dean's Scholars:

The Dean's Scholars are a group of 150 freshman and 100 sophomores who have been selected on the basis of their promise and accomplishments in academic pursuits. They receive special privileges and opportunities that will enrich and accelerate their intellectual endeavors.

Freshman Dean's Scholars are chosen on the basis of their high school records, their College Board scores, their classification and advanced placement examinations, their interviews with pre-registration counselors, and the judgment of the Director of Guidance as to their potentialities. The Provost makes the final selection.

The Sophomore Dean's Scholars are chosen on the basis of their scholastic achievement during the freshman year.

It is expected that Dean's Scholars will want to progress into the Junior and Senior Honors Program at the University.

School of Nursing

Freshman Class - 9 scholars or 23% of class
 Sophomore Class - 6 scholars or 23% of class

J. Report on State Board Achievement: (Class of 1959)

	Medical	Surgical	Obstetrical	Pediatric	Psychiatric	Individual Average
Student A	616	543	578	568	636	588.2
Student B	724	677	718	701	629	689.8
Student C	658	536	420	560	568	548.5
Class Avg.	666	585.3	572	609.7	611	

Comparison of Class Means 1958 and 1959

	Medical	Surgical	Obstetrical	Pediatric	Psychiatric	Average
1958	634.8	569.3	577.5	560.3	605.5	
1959	666	585.3	572	609.7	611	
	+31.2	+16.0	-5.5	+49.4	+5.5	

Comparison of School, State and National Mean - 1958

	Med. Nurs.	Surg. Nurs.	Obs. Nurs.	Nurs. of Child	Psych. Nurs.
National	536	518.7	519.4	512.9	535.3
State	541.1	508.1	504.7	498.9	504.1
School-1958	634.8	569.3	577.5	560.3	605.5

K. Report of Withdrawal Statistics:
Class admitted

(1) Number & Percent of admissions withdrawn

	1954:	1954	1955	1956	1957	1958						
	Number	%	Number	%	Number	%						
after 6 months	1	20	3	20	3	12.5	6	23.1	2	8.7	3	11.5
after 1 year	0	-	4	26.6	5	20.8	6	23.1	2	8.7	4	15.3
after 1 1/2 yrs.	0	-	3	20	2	8.3	4	15.4	3	13	-	-
after 2 yrs.	0	-	1	6.6	2	8.3	1	3.8	3	13	-	-
after 3 yrs.	0	-	1	6.6	1	4.1	0	0	-	-	-	-
after 4 yrs.	0	-	0	-	2	8.3	-	-	-	-	-	-

(2) Total withdrawal

	1954:	1954	1955	1956	1957	1958
Percent	%	%	%	%	%	%
after 6 months	20	20	12.5	23.1	8.7	11.5
after 1 year	20	46.6	33.3	46.2	17.4	26.8
after 1 1/2 yrs.	20	66.6	41.6	61.6	30.3	-
after 2 yrs.	20	73.2	49.9	65.4	43.3	-
after 3 yrs.	20	79.8	54.0	65.4	-	-
after 4 yrs.	20	79.8	62.3	-	-	-
before grad.	20	79.8	-	-	-	-

	1954*		1954		1955		1956		1957		1958		Total %
	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	
(3) Number & percent withdrawing because of ...scholastic dism. failure in re-quired course/s	0	0	1	8.3	5	33.3	1	6.0	1	10	3	43	17.7
...marriage	0	0	1	8.3	0	0	8	47.0	3	30	1	14.2	20.9
...health	1	100	0	0	3	20.0	0	0	3	30	0	0	11.2
...change in major	0	0	1	8.3	0	0	0	0	0	0	1	14.2	3.2
...diploma program	0	0	7	58.3	5	40.0	6	35.0	3	30	1	14.2	37.1
...other	0	0	2	16.6	1	6.6	1	6.0	0	0	0	0	6.4
...Total number & Percent	0	0	0	0	0	0	1	6.0	0	0	1	14.2	3.2
	1	100	12	99.8	15	99.9	17	100	10	100	7	99.8	99.7

*Admitted as Sophomore Class

Comments on Withdrawal Statistics:

- More than one-third of the withdrawals from the program since 1954 can be attributed to scholastic failure.
- The majority of students withdrawing continue to transfer to other schools and departments of the University, most notably to the College of Liberal Arts and the School of Education.
- There has been a progressive and significant reduction in the past two years in the number of students leaving the program to enter another School on campus.
- The last year saw a marked increase in the number of students transferring to the nursing program from other schools on campus. Approximately 27% of the present Sophomore class consists of students admitted by transfer.

University of Massachusetts
Memorandum

From: Division of Physical Education Date: December 3, 1959
 To: John Gillespie, Secretary of the University
 Subject: Material for Annual Report

1. Appropriation - Division - for all departments

Fiscal Year -	1957-58	1958-59	1959-60
	\$30,600	\$38,665	\$40,600

2. Personnel - listed by departments

3. Organizational chart - attached

Department of Physical Education for Men

2. Personnel 1957-58 1958-59 1959-60

Professor	1	1	1
Associate Professor	1	2	2
Assistant Professor	4	3	3
Instructors	<u>2</u>	<u>3</u>	<u>4</u>
	8	9	10

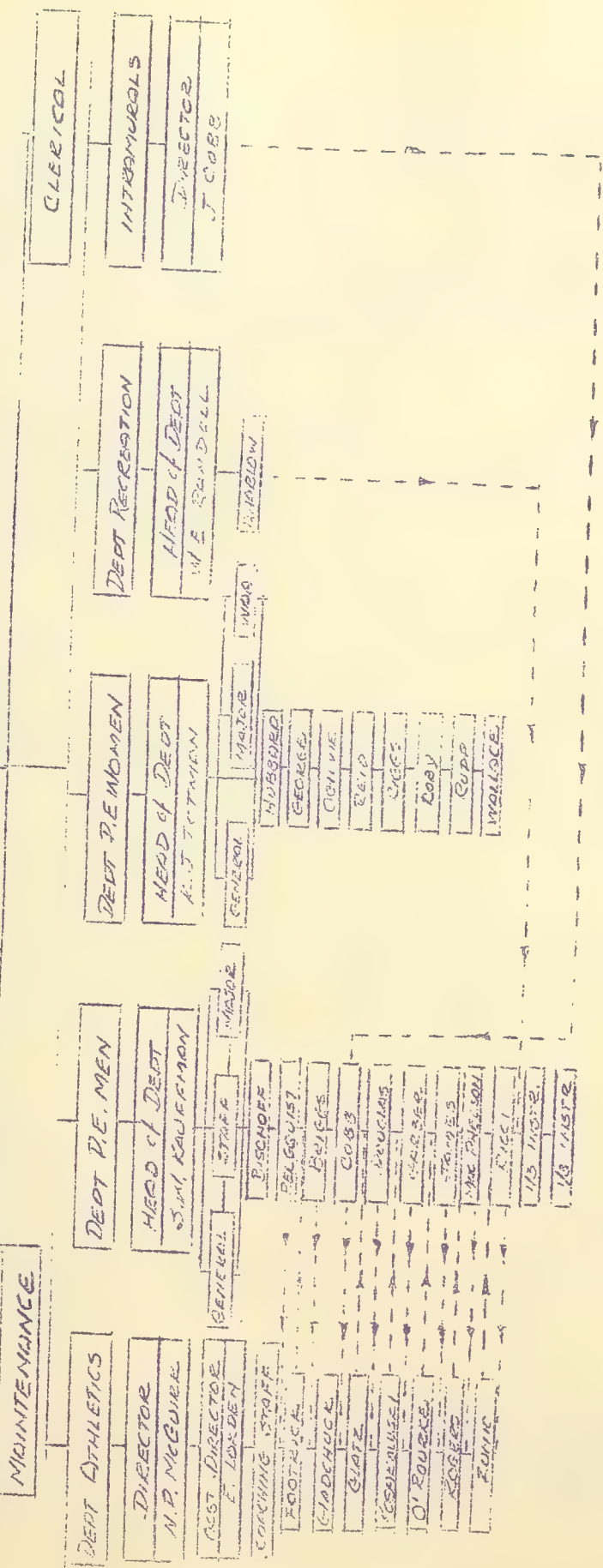
4. Students or clientele

a. number of majors	78	82	101
b. number of students taught			
(1) majors and others	256	246	304
(2) general program	<u>1,062</u>	<u>1,257</u>	<u>1,711</u>
	1,396	1,585	2,116

As predicted in last year's report, enrollment pressures upon the totally inadequate facilities has made mandatory a dilution of an educationally sound physical education program to one pauperized by substitution and improvisation to the point where continued attempts to meet educational objectives and accreditation standards is utter folly and educationally indefensible.

DIVISION OF PHYSICAL EDUCATION

HEAD of DIVISION
W.P. MCGUIRE



1/28/59

The reduction of class enrollment, in the general physical education program, through "proficiency tests" can be defended only when the test items are designed to determine a high level of ability and skill in activities in which the student is particularly competent. One of the basic objectives of the program is the development of a variety of physical skills, in recreational types of activity for the wholesome occupation of leisure time. In keeping with this aim, the student who demonstrates proficiency in one or more activities should be encouraged to enhance his repertoire by the election of new activities as a substitute for those in which he has demonstrated his competence.

The design of the current program of "proficiency testing" is solely for the purpose of reducing class enrollment. Considering the meager physical education background of the majority of our students, any attempt to reduce class size through testing, dictates that the proficient level of such tests must be sub-standard.

To construct a curriculum is the ultimate test of the ability of the personnel to translate into action their laudable philosophies and points of view. The test is in the learning situation. Physical education will remain retarded as an element in the University program as long as these glaring inadequacies and weaknesses exist. A program fresh and progressive, co-ordinated within itself and the rest of the University curriculum, will rapidly deteriorate into a repetitious, disconnected requirement, void of the inherent value of physical education unless the desperately needed physical facilities are provided.

A 25% increase in the total major enrollment this fall, with every indication that increased placement opportunities in the field will tend to attract larger entering classes, dictates that, effective September 1960, the freshmen enrollment must be limited to a maximum of 40 students.

Multiple use of the limited facilities, both indoor and outdoor for the major, and general physical education program, intramural and varsity athletes has necessitated continued sectioning and improvisation of teaching sections to the point where every available space is used to capacity. The future quality and scope of the professional curriculum in physical education will be determined to a considerable extent by facilities available to accomplish the goals of the program.

Personnel

Each staff member is responsible for coaching or practice teaching supervision, in addition to his regular instructional work load. A one-third instructor and one part-time instructor were required this year

as a supplement to the permanent staff, in order to meet the instructional demands resultant from increased enrollment. Until such time as a permanent instructorship is made available, continuation of the two part-time positions is mandatory.

Budget

The increase in the number of sections has placed greater demands upon the quantity and quality of laboratory equipment. Current purchase and repair costs of this equipment requires larger appropriations to meet enrollment demands. The budgets in 13 and 15 accounts have never been sufficient to establish a backlog of equipment for instructional use. Late allocation of funds in these accounts, coupled with the policy of competitive bid, delays receipt of equipment to the extent that instruction is impaired by insufficient or complete lack of equipment. Adequate appropriation for the building of a reasonable inventory of equipment is essential for the maintenance of high instructional standards. Allocation under #10 account is limited to and used exclusively for supervision of practice teaching. A limited additional appropriation should be made available each year in order that staff members might accept invitations to serve on professional committees at both the state and national level. Several opportunities to represent the University and the department have been declined by certain staff members due to lack of travel funds.

Department of Physical Education for Women

2. Personnel	1957-58	1958-59	1959-60
Professor and Head of Department	1	1	1
Professor			
Associate Professor		1	2
Assistant Professor	2	2	3
Instructor	4	5	3
	<u>7</u>	<u>9</u>	<u>9</u>
4. Students or clientele			
a. Number of majors	0	14	33
b. Other students	821	830	1157
	<u>821</u>	<u>844</u>	<u>1190</u>

Faculty Activities

Miss Georgia Reid has returned after completing her graduate study at Mills College.

During the summer of 1959, Miss Hubbard studied at the University of California in Los Angeles, Miss Ogilvie at the University of Colorado and Miss Riggs at the University of Oslo. Four other staff members did professional work at recreation centers.

Achievements in the Department

The opening of the new women's physical education building and the introduction of the professional course for women students have changed the entire program in scope and spirit.

There is increased opportunity to put the service program on a level commensurate with the interests and abilities of college women.

The proximity of the building to the women's living quarters, as well as the facilities available in the building have increased the numbers taking part in extra curricular activities. During the year, the Women's Athletic Association had the following activities:

	Total Attendance
Swimming - recreational	300
synchronized	57
competitive	52
Basketball - intramural	150
extramural	25
Archery	25
Badminton	35
Tennis	40
Softball	80
Volleyball	110
Bowling	104
Gymnastics	25
Modern Dance	35
Hockey	40

A new venture in coeducational recreation was organized for Friday evenings. The women's gymnasium was open both to men and women students for free participation in swimming, volleyball, badminton, table tennis, and shuffleboard. Attendance at these "co-rec" evenings ranged from 120 to 200 with a strong predominance of men.

Still another social-recreational type of activity is being developed by the students in the 1959-60 college year. Special groups are requesting the use of the pool for "Splash parties" on Saturday evenings. This is still in a formative state but to date has been satisfactory in most ways.

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Because in the normal program the building is closed at four o'clock on Saturday, it is necessary to ask two members of the maintenance crew, one man and one woman, to work extra for these Saturday evening events. At present this overtime is being financed by the group holding the party.

The professional training program is developing rapidly. The freshman group of 1959 nearly tripled the number entering in 1958. One student of the seven entering in 1958 did not return in 1959. Reason - marriage.

This rapid expansion indicates the necessity for expansion in personnel, equipment and facilities.

The lag in the grading and seeding of the outdoor areas has curtailed the fall and spring programs seriously. The relief at having the work completed, except for the tennis courts, and having the new fields accepted in October was short lived and quickly turned to despair when these newly made fields were excavated to lay pipes underground to the new Education Building.

The regrading and reseeding of the fields and the building of the tennis courts must be accomplished with all possible speed.

Personnel

Increase in teaching staff is a pressing need for the fall of 1960 for these reasons:

1. In 1959, we failed to attain the number of teachers indicated in the accepted plan to meet the increased enrollment.
2. In the fall of 1958, the number of freshman and sophomore students enrolled in physical education classes was 835. In the fall of 1959, it was 1150. In 1960, if the entering freshmen equal the number in 1959, we may anticipate 1350 in physical education classes.
3. The number of classes required for the professional training course increases yearly until the entire curriculum is established.

	1st Sem.	2nd Sem.
Professional courses in 1958-59	3	3
Additional courses " 1959-60	2	3
" " " 1960-61	5	4
" " " 1961-62	3	5
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Total professional courses 31

At least three more teachers should be added to the staff in the fall of 1960.

One of the far reaching results of the ban on alcoholic beverages on the campus is in requests from students for recreational activities especially on the weekend. With the present maintenance crew working 40 hour weeks to do routine jobs, extra help is needed to keep the building open for Saturday afternoon and evening and on Sunday. There should be one more matron and one more custodian.

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
1951

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
1951

Department of Recreation Leadership

2. Personnel	1957-58	1958-59	1959-60
Associate Professor	1	1	1
Instructor			<u>1</u>
			2

4. Students or clientele

a. Number of majors	10	15	17
b. Number of students taught	<u>39</u>	<u>30</u>	<u>63</u>
	49	45	80

5. Faculty publications

"Educational Values of Wetlands in Massachusetts" by W. E. Randall and J. W. Brainerd, published as Massachusetts Wetlands Committee Fact Sheet #5 (4 pp. mimeo)

7. Future Plans and Needs

In the three previous annual reports of this department, a "band of restricting circumstances" was discussed. The interdependent obstacles to development of the department were described as "inadequate faculty, inadequate curriculum, inadequate funds, and a small enrollment of major students."

In the report for last year the establishment of a new curriculum of high professional calibre was reported. In September 1959 the addition of an instructorship enabled the department to offer its new array of professional courses for the first time. The department has been extremely fortunate in obtaining a highly qualified individual and so the quality as well as quantity of courses has reached a near-optimum level.

The third restriction, inadequate funds, has continued to be overcome in increasingly satisfactory fashion. At present the only real inadequacy is in funds for travel, in which respect this department is not unique.

The final hurdle, limited major enrollment, is starting to be overcome. Over the past three years, the number has been ten, fifteen, and seventeen, with a rise to approximately twenty-three expected for Counseling Day. Among the majors, there is high esprit de corps. In the past four years, not one major has transferred out of the department. Most students who transfer into the department have been recruited by majors.

Year	1900	1905	1910	1915	1920
Population	100,000	150,000	200,000	250,000	300,000
Area	100	100	100	100	100
...

The following table shows the population of the city of New York from 1900 to 1920. The population increased from 1,000,000 in 1900 to 2,000,000 in 1920. This increase was due to a combination of factors, including immigration and natural increase.

The population of the city of New York in 1900 was 1,000,000. By 1905, it had increased to 1,500,000. In 1910, the population was 2,000,000. In 1915, it was 2,500,000. In 1920, the population was 3,000,000.

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Not only are the majors increasing in quantity, but also in quality. A newly-established minimum cumulative quality point average of 2.0 as prerequisite for senior practice leadership is already eliminating transfers into the department by students seeking a curricular refuge. In the field of Recreation Leadership, extra-curricular experience is considered to be an extremely important adjunct to academic preparation. Majors are to be found at present in the Student Senate, Revelers, Maroon Key, and Women's Athletic Association, and there seems to be an increasing trend in this regard.

Another approach to the problem of increasing enrollment is to draw from a broader population base. During the past year the department participated in the four-college co-operation program to the extent that two students from Smith College enrolled in the Social Recreation course. This program increases course enrollments but not major enrollment. Potentially of much greater value is the regional co-operation program of the New England state universities. Application for inclusion of Recreation Leadership has been in process for some time. Most of the other New England states have more effective recruitment for this profession through key state and local professionals than does Massachusetts, but no school to which to send the prospective majors. Contacts with potential recruiters in Massachusetts are continuing to be developed, also. The current effort is being directed toward the professionals in the voluntary youth-serving agencies.

The importance of increased major enrollment is due to the need for sufficient numbers in each class to justify accelerating certain courses so that the senior Practice Leadership may be organized on a block placement basis as is done in Education. Several types of co-operating agencies for placement, notably municipal and industrial recreation, are not to be found within reasonable commuting distance of Amherst. Such excellent and eager-to-co-operate agencies as Aetna Insurance in Hartford, Scovill Engineering in Waterbury, Raytheon Electronics in Newton, Federal Reserve Bank of Boston, and Avco Engineering in Winchester, area; and Camp Union in Greenfield N. H. -- the New England center for school camping; are at present beyond reach.

In addition to acceleration for block placement, increased major enrollment will warrant the development of the two specialized courses we now lack: Recreational Music and Recreational Dramatics, to be taught by the appropriate department.

Aside from enrollment considerations, the department is concerned with accreditation. At present the only program is conducted by the Veterans Administration and application for this is currently in process. The American Recreation Society, the professional organization, is



formulating an accreditation program and this department is actively engaged in the committee work.

In summary, with the greatly-appreciated support given by the University Administration, almost complete disintegration of the restricting band has been realized. The department is now in a position to grow to stature, especially if included in the regional co-operation program. Accelerated block placement in the senior year will create a need for increased travel funds for supervision and authority to travel out-of-state for this supervision.

Department of Athletics

2. Personnel	1957-58	1958-59	1959-60
Coaching Personnel*			
Head Coach	10	10	10
Assistant Coach	2	2	2
Freshman Coach	3	3	1

*Does not include Physical Education Personnel

The University's participation in the field of intercollegiate athletics consists of the activity of sixteen teams playing at the varsity level and thirteen freshman teams. Pistol, Rifle and Ski do not have a first year schedule.

The participating teams embraced a total number of 774 men during the past year. The intercollegiate sports with the squad numbers are as follows: Baseball 55; Basketball 60; Cross Country 40; Football 110; Gymnastics 60; Golf 18; Hockey 60; Lacrosse 70; Pistol 12; Rifle 10; Soccer 68; Swimming 40; Ski 12; Tennis 36; Track (Indoor and Outdoor) 80; Wrestling 48.

The Tennis team, under the able coaching of Stephen Kosakowski, won the Yankee Conference title for the fourth time in the last five years.

Stockbridge School Varsity Athletics

2. Personnel - (1 of Athletic Coaches listed above)

4. Students or clientele

b. Number of students taught	1957-58	1958-59	1959-60
	109	102	120

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Personnel in the Department of Athletics assist in the athletic program, which includes football, basketball and informal track. Sixty reported for football, 50 for basketball and 10 for track. It is expected that a large group will take part in the swimming program. Junior colleges and preparatory schools in New England are on their schedules. An organized spring program is impossible because of early placement of Stockbridge students.

Intramural Athletics

The 1958-59 intramural season basketball program began on Monday, December 3, 1958 and continued through February 20, 1959. During that period, 84 fraternity contests were played and 143 dormitory and independent league contests were played. Kappa Sigma won the fraternity league championship and defeated the Independent League champion Walzos for the campus championship. Kappa Sigma also represented the University of Massachusetts in the annual Inter-University game at the University of New Hampshire.

Intramural volleyball started on February 24, 1959 and continued through to the end of March. Fifteen teams competed in an open double-elimination tournament. The campus champion was Sigma Alpha Epsilon.

Intramural softball began Monday, April 13, 1959. There were 30 entries represented by some 460 students. One hundred and sixty-seven separate contests were played. Forfeits again plagued the softball season with 18 games not being played because of lack of interest. The campus champion was Kappa Sigma.

In the fall of 1959, a very successful open single elimination tennis tournament was sponsored by the Intramural Department. Fifty-three entries were recorded with only 3 forfeits marring the title play. Trophies will be awarded to the campus champion, the runner-up and the top faculty participant.

Touch football was again sponsored by the Intramural Department as a fall team activity, with a total of 28 teams representing the fraternities and the dormitories. Five hundred and sixty students participated in 158 contests. Only 6 forfeits were recorded and these were all the teams that listed freshmen as team members on the roster. For the third straight year, Sigma Phi Epsilon retained the fraternity and campus championship. They also represented the University of Massachusetts at the annual Inter-University football contest held Friday evening, November 13, on the eve of the University of Massachusetts-University of New Hampshire football game.

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Activity	No. of Teams			No. of Games			Expenses			Total Number of Participants
	Vars.	Non Vars.	Int.	Vars.	Non Vars.	Int.	Vars.	Non Vars.	Int.	
Baseball	18	20	0	24	143	3	0	0	0	147
Softball	0	0	12	0	0	0	0	0	0	120
Soccer	14	0	11	18	0	17	0	0	0	140
Touch Football	5	11	0	19	18	0	0	0	0	190
Tennis	1	0	0	0	0	0	0	0	0	100

Notes: 1961 male student participation in a total of 100 activities (includes contents).

Summary

Capital outlay for provision of additional facilities resultant from

1. Increased enrollment and subsequent expansion of total program
2. Encroachment upon, and loss of, present outdoor areas through campus expansion under the "Master Plan".

I. Facilities - Men

A. Indoor

1. New Physical Education Building

B. Outdoor

1. Completion of second section of field area
2. Relocation and expansion of present outdoor field lights for multiple use areas in connection with football, lacrosse and intramurals
3. Relocation of maintenance storage building
4. Preparation of site for replacement of alumni field football and track facility
5. Enclosure of new baseball field with appropriate link-wire fence

II. Facilities - women

A. Outdoor

1. Regrading and seeding of the new construction area first level north of physical education building
2. Completion of the present outdoor area on third level by provision of the tennis courts

I. Personnel

Reasonable increase consistent with enrollment and contemplated developments in total program. (Chart will be prepared projecting needs for the next five years).

IV. Budget

Reasonable increase consistent with needs in accounts 3, 9, 10, 12, 13, 14, 15.

V. School status

WPM:B

Signed: _____
Warren P. McGinnis
Head of Division

ANNUAL REPORT OF THE DEPARTMENT OF AIR SCIENCE - 1959

1. Appropriations

a. Fiscal Year 1958

03 - Services, Non-Employees	\$ 50.00
04 - Food for Persons	75.00
10 - Travel & Automotive Expense	25.00
11 - Printing	80.00
12 - Repairs & Alterations	50.00
13 - Special Supplies & Expenses	100.00
14 - Office & Administrative Expenses	100.00
15 - Equipment	<u>360.00</u>
Total	\$780.00

b. Fiscal Year 1959

03 - Services, Non-Employees	\$200.00
04 - Food for Persons	75.00
10 - Travel & Automotive Expense	50.00
12 - Repairs & Alterations	50.00
13 - Special Supplies & Expenses	100.00
14 - Office & Administrative Expenses	150.00
15 - Equipment	<u>310.00</u>
Total	\$935.00

c. Fiscal Year 1960

03 - Services, Non-Employees	\$162.00
04 - Food for Persons	75.00
10 - Travel & Automotive Expense	50.00
12 - Repairs & Alterations	38.00
13 - Special Supplies & Expenses	250.00
14 - Office & Administrative Expenses	150.00
15 - Equipment	<u>490.00</u>
Total	\$1175.00

2. Personnel

a. September 1957

Colonel - 1
 Major - 2
 Captain - 4
 MSgt - 1
 TSgt - 4
 Sr Clerk-Stenographer - Grade 7 - 1

b. September 1958

Colonel - 1
Major - 1
Captain - 4
1st Lt - 1
TSgt - 3
SSgt - 2
Sr Clerk-Stenographer - Grade 7 - 1

c. September 1959

Colonel - 1
Major - 5
Captain - 3
1st Lt - 1
MSGT - 1
TSgt - 2
SSgt - 2
Sr Clerk-Stenographer - Grade 7 - 1

5. Organizational Chart - See Attachment #1.

4. Students or Clientele

a. Number of majors - None.

b. Number of students taught

(1) September 1957

Air Science 1 - 320
Air Science 2 - 224
Air Science 3 - 39
Air Science 4 - 37
Total 620

(2) September 1958

Air Science 1 - 358
Air Science 2 - 246
Air Science 3 - 30
Air Science 4 - 44
Total 678

1911 10/10/11

1 - 10/10/11
2 - 10/10/11
3 - 10/10/11
4 - 10/10/11
5 - 10/10/11
6 - 10/10/11

1 - 10/10/11

1911 10/10/11

1 - 10/10/11
2 - 10/10/11
3 - 10/10/11
4 - 10/10/11
5 - 10/10/11
6 - 10/10/11

1 - 10/10/11

1911 10/10/11

1911 10/10/11

1911 10/10/11

1911 10/10/11

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1911 10/10/11
1911 10/10/11
1911 10/10/11

(3) September 1959

Air Science 1 -	525
Air Science 2 -	283
Air Science 3 -	28
Air Science 4 -	<u>31</u>
Total	<u>865</u>

5. Faculty publications, research grants, research projects and other professional activities - None.

6. Special projects or programs:

In addition to their normal and regular duties, the Corps of Cadets participated in several extra-curricular activities as follows:

a. The Granville Air Society, an honor society for Advanced Course Cadets to further their interest and professional ability in the field of flying.

b. The Air Cadet Squadron, an organization composed of Basic Cadets, with the same purpose as the Granville Air Society.

c. The Flying Redmen Drill Team, who were in first place in New England area competition for five consecutive years, and won second place in the 1959 competition.

d. The Joint Army - Air Force ROTC Band.

e. The Rifle Team, which competes in postal and shoulder-to-shoulder matches throughout the year.

f. The Military Ball, which is the social highlight of the Corps of Cadets during the academic year.

In addition to these activities, the following-named Reservists, who are members of the Detachment 370th Reserve Organization and who for the most part are faculty members of the University, participated in a two-week active duty tour during the summer of 1959 and participated in periodic inactive duty training periods with the regular Detachment members:

Major Anthony W. Zaits
Major Edwin A. Gere, Jr.
Captain Bradlee E. Gage
Captain Marshall C. Howard
Captain Frederick M. Sawyer

- 1 - 1000
- 2 - 1000
- 3 - 1000
- 4 - 1000
- 5 - 1000

1. The first section of the report...

2. The second section of the report...

3. The third section of the report...

4. The fourth section of the report...

5. The fifth section of the report...

6. The sixth section of the report...

7. The seventh section of the report...

8. The eighth section of the report...

9. The ninth section of the report...

10. The tenth section of the report...

11. The eleventh section of the report...

Captain Allen L. Torrey
1st Lt Kendall J. Walsh

In September 1959 arrangements were made with the Air Force ROTC Detachment at Dartmouth to share the use of an L-17 (Navion) type aircraft which is capable of carrying four people. This aircraft will be used to give motivation and orientation rides to cadets who plan to apply for the Advanced Course AFROTC, and to cadets of other Air Science classes who might be undecided about applying for the Advanced Course AFROTC.

In September 1959, because of increased enrollment, it was necessary for the Department of Air Science to increase the number of sections in the Air Science 1 year from 4 to 10 sections. It was also necessary to increase the number of Air Science 2 sections from 4 to 6 sections. In line with this increased workload, an additional officer space and an additional airman space were granted on the Detachment Table of Organization by Headquarters AFROTC.

In the Fall of 1958 150 students completed the Air Force Officer Qualifying Test, which is the first step to overcome in applying for the Advanced Course. Of the 150 students who took this examination, 30 were finally selected for entrance into the Advanced Course in the Fall of 1959.

7. Future plans and needs:

The new ROTC building, when finished, should provide sufficient classroom and office space for this department's needs for the next several years. However, if enrollment figures reach or exceed the planned enrollment figures, then additional classroom and office space will be needed. Since increased enrollment is not only expected, but obviously a foregone conclusion from the amount of building now being undertaken on this campus, it is recommended that serious consideration be given at this time to the completion of the remaining half of the ROTC building. One hundred percent utilization of office and classroom space can be expected approximately in 1963 or 1964.

The matter of increased personnel needs is the responsibility of the Professor of Air Science and Headquarters AFROTC and will be handled entirely within this department.

As of September 30, 1959, the amount of money necessary to purchase the absolute minimum of equipment (student chairs, teachers' tables, and seminar table-chair sets) was made available to this department. Many items not considered absolutely essential, such as additional filing cabinets, projector pedestals, world globe, and

The first part of the document discusses the importance of maintaining accurate records and the role of the various departments involved in the process. It highlights the need for clear communication and coordination between all parties concerned.

In addition, the document outlines the specific responsibilities of each department and the steps that must be followed to ensure the successful completion of the project. It also mentions the importance of regular reporting and updates.

The second part of the document provides a detailed overview of the project's progress to date, including a list of completed tasks and a schedule for the remaining work. It also identifies any potential risks and offers strategies to mitigate them.

3. Future Plans and Goals

The final section of the document outlines the long-term goals and future plans for the project. It discusses the need for continued investment and resources to achieve the desired outcomes and the importance of staying flexible in the face of changing circumstances.

The author concludes by expressing confidence in the team's ability to overcome any challenges and achieve the project's objectives. It also offers a final note of appreciation to all those who have supported the project throughout its journey.

As of the date of this report, the project is on track and all major milestones have been met. The team remains committed to delivering high-quality results and ensuring the project's long-term success.

office directory signs, will be needed in the near future if the building is to be operated as an efficiently functioning office and classroom building. Details of department requirements have already been forwarded to the Chief Construction Engineer on the University campus, and to the Treasurer of the University.

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
5800 S. UNIVERSITY AVE.
CHICAGO, ILL. 60637
TEL. 733-2400

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U.S. ARMY JUNGLE EXPERIMENT STATION
University of Massachusetts
Amherst, Massachusetts

ANNUAL REPORT OF THE DEPARTMENT OF MILITARY SCIENCE

I. APPROPRIATIONS

a. Fiscal Year 1958

03 Services, Non-Employees	\$ 163.00
04 Food for Persons	75.00
10 Travel & Automotive Expense	25.00
12 Repairs & Alterations	50.00
13 Special Supplies & Expenses	100.00
14 Office & Administrative Expenses	150.00
15 Equipment	<u>295.00</u>
Total	\$ <u>858.00</u>

b. Fiscal Year 1959

03 Services, Non-Employees	\$ 300.00
04 Food for Persons	75.00
10 Travel & Automotive Expense	50.00
12 Repairs & Alterations	50.00
13 Special Supplies & Expenses	100.00
14 Office & Administrative Expenses	200.00
15 Equipment	<u>135.00</u>
Total	\$ <u>810.00</u>

ANNUAL REPORT OF THE DEPARTMENT OF CIVIL ENGINEERING (Contd.)

4. FISCAL YEAR 1960

03 Services, Faculty/Staff	\$ 160.00
04 Fuel for Engines	75.00
10 Travel & Auto Expenses	50.00
12 Repairs & Maintenance	30.00
13 Special Supplies & Expenses	950.00
14 Office & Administrative Expenses	150.00
15 Auditors	<u>150.00</u>

Total \$ 1170.00

5. PERSONNEL

<u>Position</u>	<u>1957</u>	<u>1958</u>	<u>1959</u>
Colonel	1	1	1
1st Col	1	1	1
Major	1	1	1
Captain	3	4	5
Enlisted	8	8	8
Jr. Clerk Grade 2	1	1	1

6. OPERATIONAL DATA (See Indicators 31)

STUDENTS

4. Number of Majors: None.

5. Number of Students Taught

<u>Year</u>	<u>1957</u>	<u>1958</u>	<u>1959</u>
1st I	317	312	180
2nd II	161	190	287
3rd III	58	51	65
4th IV	75	36	28
Total	<u>611</u>	<u>589</u>	<u>552</u>

GENERAL REPORT OF THE COMMITTEE ON MILITARY SCIENCE (Contd)

5. FACILITY FACILITIES, RESEARCH GROUPS, PERSONNEL AND PROGRAMS -
ADVISORY GROUP

5. SPECIAL RESEARCH PROGRAMS

a. The Joint Chiefs of Staff have presented three recommendations, which this group is advised and approved. There are two more recommendations which are under review.

b. The Joint Chiefs of Staff have presented a recommendation regarding the use of the number of air force bases. The matter is being reviewed and the JCS will advise.

c. The Joint Chiefs of Staff have presented a recommendation regarding the use of the number of air force bases. The matter is being reviewed and the JCS will advise.

d. The Military will be a major research and development function sponsored by the Army and Air Force. Research from the Staff are utilized to provide leadership for conducting DOD studies.

7. OTHER RESEARCH AND STUDIES

a. The new program, when finished, will greatly improve facilities available. However, some facilities will be eliminated if the anticipated economic program progresses as anticipated. Further, the program will include supply facilities which will provide continued use of the existing stock for storage and logistical activities.

b. The program will be of critical importance and will be one of the most important studies that can be conducted in the program. Research in various areas will be conducted to the benefit of the military population.





UNIVERSITY OF MASSACHUSETTS

- - - - -
M E M O R A N D U M

From . . . Gilbert L. Woodside Date . . . December 8, 1959
To . . . Mr. John Gillespie

It is my privilege to present the Annual Report of the Graduate School for the academic year 1958-59.

I am listing below Graduate School appropriations for the fiscal years 1957-58, 1958-59, 1959-60:

Account Number	1957-58	1958-59	1959-60
03	\$66,000	\$68,000	\$68,000
10	400	415	400
12	50	50	50
13	100	100	100
14	625	745	700
15	115	400	295
Totals	\$67,290	\$69,710	\$69,545

As in previous years, the enrollment continues to increase. During the first semester, 568 students were enrolled and during the second semester 535 students. This is in contrast to 430 during the fall semester of 1958-59 and 469 in the spring semester of that academic year. The 1958-59 figures include 419 men and 149 women in the fall, and 379 men and 156 women in the spring.

The following advanced degrees were awarded during the year under consideration:

Degrees	February 1959	June 1959	September 1959	Totals
Doctor of Philosophy	5	11	2	18
Master of Arts	1	11	3	15
Master of Arts in Teaching	1	1	2	4
Master of Education		9	7	16
Master of Science	10	35	4	49
Bachelor of Landscape Architecture	2	2		4
Master of Business Administration	4	12	2	18
Master of Science in Chemical Engineering		1		1
Master of Science in Civil Engineering		3		3
Master of Science in Mechanical Engineering		1		1
Totals	23	86	20	129

MEMORANDUM FOR THE RECORD

Reference is made to the report of the Commission on the Administration of the Government of the District of Columbia, dated June 1, 1955, and to the report of the Commission on the Administration of the Government of the District of Columbia, dated June 1, 1955.

The Commission on the Administration of the Government of the District of Columbia has recommended that the District of Columbia should be organized as a self-governing entity, and that the Federal Government should provide the necessary financial support for its operation.

Item	Amount	Source
Salaries	\$1,000,000	Federal Government
Operating Expenses	\$500,000	Federal Government
Capital Expenses	\$200,000	Federal Government
Total	\$1,700,000	Federal Government

The Commission on the Administration of the Government of the District of Columbia has also recommended that the District of Columbia should be organized as a self-governing entity, and that the Federal Government should provide the necessary financial support for its operation.

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Item	Amount	Source
Salaries	\$1,000,000	Federal Government
Operating Expenses	\$500,000	Federal Government
Capital Expenses	\$200,000	Federal Government
Total	\$1,700,000	Federal Government

One of the most important activities at the University during 1958-59 was the establishment of a definite Graduate Faculty. This move had been under consideration for a long time and was discussed fully by the Graduate Council. The Council voted on November 20, 1958, to establish a definite Graduate Faculty. Its duties include the following:

1. Direct the research for all advanced degrees.
2. Constitute thesis committees for all advanced degrees.
3. Elect, subject to the approval of the President, certain members of the Graduate Council.
4. Vote on the qualifications of candidates for all advanced degrees.

The general criteria of membership on the Graduate Faculty include:

1. Membership on the Faculty of a graduate degree granting college or school providing approved graduate courses.
2. Graduate training.
3. Productive research.
4. Professional activity and interests.

The selection process was voted as follows: A Department Head recommends the name of the prospective member to the Dean of the Graduate School by letter, which must have the approval of the Dean of the faculty member's School or College. The recommendation must be accompanied by a form which has been filled out by the Department Head. The qualifications of the individual are then assessed by a Committee of the Graduate Council (the Qualifications Committee is nominated by the Graduate Dean and confirmed by the Graduate Council). The Committee then recommends to the entire Graduate Council whose affirmative vote is necessary for admission to the Graduate Faculty.

During the academic year, 1958-59, a total of 210 members were elected to the Graduate Faculty. The first convocation of the Graduate Faculty was held on the evening of April 15, 1959. Dr. Bernard Berelson of the University of Chicago and Columbia University gave a stimulating address entitled "Problems of Graduate Education."

Early in the fall of 1958, representatives from the four colleges in the valley (Dr. Lucy Pickett from Mt. Holyoke, Dr. Ralph A. Beebe from Amherst, Dr. Kenneth Sherk from Smith, and Dean Gilbert L. Woodside from the University of Massachusetts serving as Chairman) started to explore the possibility of Four-College Cooperation at the graduate level. After several meetings, a report was prepared for discussion by the Graduate Council. The report, in brief, recommended the establishment of a Four-College Cooperative Ph.D. program. After full discussion, the report was adopted unanimously by the Graduate Council and sent to the four Presidents for transmittal to the four Boards of Trustees. A copy of this report is attached to this Annual Report. The three college representatives mentioned above have been members of the Graduate Council since September, 1958.

The following information was obtained from the records of the Department of the Interior, Bureau of Land Management, regarding the land in question:

- 1. The land in question is located in the County of ... State of ...
- 2. The land was originally surveyed by ... in the year ...
- 3. The land was patented to ... in the year ...
- 4. The land was subsequently conveyed to ... in the year ...

The following information was obtained from the records of the Department of the Interior, Bureau of Land Management, regarding the land in question:

- 1. The land in question is located in the County of ... State of ...
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- 3. The land was patented to ... in the year ...
- 4. The land was subsequently conveyed to ... in the year ...

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The following information was obtained from the records of the Department of the Interior, Bureau of Land Management, regarding the land in question:

During November and December 1958 a number of Departments were encouraged by the Graduate School to apply for Fellowships under Title IV of the newly enacted National Defense Education Act. We were notified in May, 1959, that the following Fellowships had been awarded to the University of Massachusetts: three in Botany, two in Chemistry, three in Psychology, and three in Zoology. These Fellowships pay \$2,000 for the first year, \$2200 the second, and \$2400 the third year, in addition to \$400 per year per dependent, and Fellows are not charged tuition or fees. For each Fellowship, the University receives an amount of money based on a careful calculation by the Treasurer's Office of the cost to the University of the program. By virtue of having received the eleven National Defense Fellowships for the academic year 1959-60, the University is to receive a total of \$21,366.98 for that academic year. The Trustees of the University of Massachusetts decided that this money should go to the Graduate School. It was the Dean's decision that the Graduate School had no more urgent need than more money for more Fellowships so this entire sum was given to the Committee on Graduate Fellowships for distribution to graduate students as Departmental Fellowships. These and all other Departmental Fellowships are open to all graduate students on a competitive basis.

On the recommendation of the Graduate Council, the Board of Trustees gave approval during the year for the granting of advanced degrees in two new areas. The Department of Dairy and Animal Science was given approval to offer the Ph.D. degree in Animal Science and the Department of German was given approval to offer the Master of Arts degree. This brings to a total of 38 the number of Departments offering work leading to a Master's degree and to a total of eleven the number of Departments offering work leading to the Ph.D. degree.

Each year since I have been in the Graduate Office, I have participated in the annual meetings of the New England Conference on Graduate Education. During May, 1959, these meetings were held at the University of Vermont. I am pleased to report that the Conference accepted the invitation of the University of Massachusetts to meet in Amherst during May, 1960. I was elected Vice-President of the Conference and Chairman of the Program Committee for 1960. Perhaps it should also be mentioned that from time to time I have served on Committees and Panels of the Graduate Division of the American Association of Land-Grant Colleges and State Universities. These have included the Executive Committee, the Committee on Problems and Policies, the Committee on Enrollment Trends, and the Committee on Graduate Fellowship Stipends. In the fall of 1958, I was asked to become a member of the Senate Committee on graduate training of Extension Workers. In this capacity, I attended a National Meeting at the State College of Washington in May, 1959, and presented a paper.

Future plans of the Graduate School are involved in practically everything which has been said above. Our greatest need is still for more money for Fellowships. We shall continue to do everything in our power to raise the standards of the Graduate School where they need to be raised and to keep them high where they are already high. Much time is spent encouraging faculty members to do research and in helping them to get funds for this purpose. My efforts in this direction, especially in cooperation with the Research Council, will be intensified in the future.

With regard to facilities, it is gratifying to note that the Administration is providing so much research space in the new buildings which are being added to the campus. I am confident that before long we will have not just a good Graduate School but a great one.

A handwritten signature in cursive script, reading "Gilbert L. Woodside". The signature is written in dark ink and is positioned above the typed name.

Gilbert L. Woodside



REPORT OF THE COMMITTEE TO DISCUSS
FOUR COLLEGE COOPERATION AT THE GRADUATE LEVEL

The Committee recommends that a cooperative Ph. D. program be established by Amherst, Mount Holyoke and Smith Colleges and the University of Massachusetts. The degree would be awarded by the University of Massachusetts but some and perhaps much and in a few exceptional cases even all of the work leading to the degree might be done in one or more of the other institutions.

When a student has been awarded a degree under this program, the fact that it is a cooperative Ph. D. degree involving Amherst, Mount Holyoke and Smith Colleges and the University of Massachusetts is to be indicated on the diploma, the permanent record card and all transcripts, as well as on the Commencement Program.

The requirements for the degree would be identical to those for the Ph. D. degree at the University of Massachusetts* except for the statement relating to "residence". For the cooperative Ph. D. degree "residence" is defined as the institution where the thesis work is being done.

Graduate Faculty membership would be open to qualified individuals belonging to any of the four

* U. of M. Ph.D. requirements are included in Appendix 1

Faculties. The method of election to the Graduate Faculty is listed in Appendix 2.

The Graduate Council (subject to approval by the Board of Trustees) would determine general policy, approve courses and degree requirements, set admission policies, appoint thesis committees and in general administer all aspects of the cooperative Ph. D. program just as it does the other advanced degrees at the University of Massachusetts. Faculty members from Amherst, Mount Holyoke and Smith would retain membership on the Graduate Council. The members of the Council would be selected in accordance with established procedures of the various institutions.

Participation in the cooperative Ph. D. program by departments of the four institutions would be on a voluntary basis. Representatives of interested corresponding departments in the four colleges should discuss the program as it relates to them. If they elect to offer the cooperative Ph. D. degree they should petition the Graduate Council. In studying the proposals the Council should give careful attention to such factors as faculty interest in research and teaching advanced courses, graduate curriculum, equipment and facilities, library resources, funds for fellowships and other factors which might influ-

ence the success of the undertaking.

Participation by individual faculty members would also be on a voluntary basis. Faculty time required for the work involved in the cooperative Ph. D. program should be taken into consideration when calculating service loads. The problem of extra compensation should not be raised because the work would be done as part of a total program. On the other hand, if a member of one Faculty were to offer a graduate course at another of the four institutions compensation would be arranged according to the plan already in force.

Course work for the cooperative Ph. D. degree could be taken at any of the four institutions. Tuition charges would be handled exactly as they now are for the interchange of students at the undergraduate level.

The search for graduate fellowship support for the cooperative Ph. D. candidate would be the responsibility of the major professor and his department. Any of the four colleges could provide graduate assistantships. The provision of equipment to be used by cooperative Ph. D. candidates would be the responsibility of the major professor and his department. The Committee recognizes the possibility that there may be instances of sharing but does not recommend

joint ownership of ordinary laboratory equipment. Special cases of unusually expensive items could be discussed if the need arose.

The Committee recommends that as soon as the cooperative Ph. D. program has been approved, groups of departments in all four institutions which have expressed an interest in cooperation at the Ph. D. level be invited to submit applications to the Graduate Council. We are confident that as soon as the plan is announced many other groups of corresponding departments in the four institutions will show an interest in the program and will eventually participate in it.

The Committee recommends that each of the four institutions continue to offer the Masters Degree on an individual basis. This would not preclude cooperative effort along the lines already familiar at the undergraduate level. It would also be possible, of course, for a Masters candidate at any of the institutions to apply for admission to the cooperative Ph. D. program.

Ralph A. Beebe, Amherst College
Lucy W. Pickett, Mount Holyoke
College
Kenneth Sherk, Smith College
Gilbert L. Woodside, University of
Massachusetts

February 9, 1959

Appendix 1

Ph.D. Requirements at the University of Massachusetts

In order to provide proper direction for the Ph.D. candidate, a Guidance Committee of three will be appointed, or if necessary reappointed, for each student as soon as possible after his first registration as a candidate for the doctorate, and not later than two months after his first registration. This Committee will be appointed by the Scholarship Committee of the Graduate Council from members of the Graduate Faculty, recommended by the Department Head of the student's major department, and will consist of two members of the major department and one other person.

This Guidance Committee shall meet with the candidate as soon as possible after the appointment has been made. At least three weeks prior to the candidate's second registration the Committee shall file in the Graduate Office a summary of the proposed major and minor program of the student, including specific courses recommended by the Committee. In addition to this original meeting with the student, the Guidance Committee's responsibilities shall be to:

- a. Plan the entire Graduate School program of the student.
- b. Arrange for the preliminary written comprehensive examination of the student.
- c. Plan for the satisfying of the language requirement by the student.
- d. Supervise the thesis project and arrange for the final examination. The Guidance Committee will serve as the Thesis Committee for the Ph.D. candidate
- e. Report the fulfillment of all requirements to the head of the major department; the vote of the Committee to be unanimous on this.

The degree is conferred upon graduate students who have met the following requirements:

1. The preparation of a dissertation satisfactory to the Guidance Committee and the major department.
2. The successful completion of graduate courses in the major field and in a minor field or fields related

to, but not part of the major field. The Guidance Committee will determine the number of graduate credits which the student must earn in the major and minor fields provided that at least 15 credits must be earned in the minor field.

3. The passing of a preliminary written comprehensive examination in the major and minor fields, supplemented by an oral examination at the option of the major department, both examinations to be conducted by the major department, to be passed not later than eight months before the completion of the candidate's work.

The department in which the student has enrolled for courses in the minor field has a choice of submitting questions for the comprehensive examination or the certifying of the student as having satisfied all the requirements of each course, except that the examination is required for all courses where the grade in the course was C.

If the student fails a part of the comprehensive examination he may be permitted to make up the deficiency under the direction of his Guidance Committee. In case of failure of the entire comprehensive examination, a candidate may be permitted a second and final opportunity but not within twelve months.

4. Satisfying the following language requirements: two languages, foreign to the candidate and not in the same linguistic group, as recommended by the major department. Proficiency tests should be passed as early as possible and must be passed prior to the preliminary examination.

5. The passing of a final examination, at least partly oral, conducted by the Guidance Committee primarily upon, but not limited to, the contents of the candidate's dissertation. It cannot be scheduled until all members of the Thesis Committee have approved the thesis. The oral examination is to be conducted by the Thesis Committee. The Examining Committee is to consist of the Thesis Committee, the Dean of the Graduate School, the Dean of the School or College in which the department is located, and such members of the major department as the head shall appoint. In order to pass, the candidate must receive the unanimous vote of the Thesis Committee. Not more than one dissenting vote shall be allowed for the total Examining Committee present.

6. Satisfying the residence requirement. Three years beyond the bachelor's degree are required. The equivalent of at least one academic year of full-time graduate work must be spent at the University of Massachusetts. No credit is valid after nine years.

7. All fees and expenses must be paid before the degree will be conferred.

¹ Graduate Reading Examination in Foreign Languages

1. A Graduate Reading Examination will be given by the German and Romance Language Departments upon written request from the head of the department in which the student in question is doing his graduate work. The request should be sent to the head of the language department concerned, via the Dean of the Graduate School, at least ten days before the examination is to be administered.
2. The examination will be given three times during the academic year.
3. Prior to the administration of the reading examination the student may, if he and the representative of the language department agree, have a brief, informal interview so that it can be determined whether he has reached the point at which he is likely to deal competently with Ph.D. reading material in the foreign language.
4. The examination will be a written test of the student's ability to translate with mature comprehension from the foreign language into English. The use of a dictionary will be permitted.
5. The examination will consist of passages taken from books and/or journals pertaining to the major field in which the graduate student is working.
6. A committee of three members of the language department concerned will grade the examination.
7. The Graduate Office, the head of the department requesting the examination, and the graduate student concerned will be notified within ten days of the examination whether the student has passed or failed.
8. In case of failure, a study period of at least four months will be required before a re-examination may be given, unless otherwise agreed upon. In the case of repeated failure, the candidate will not be admitted to the examination for the fourth time unless the language department concerned is satisfied that he has made adequate progress.

Appendix 2

The Graduate Faculty

Members of the Graduate Faculty are selected in the following manner: A Department Head recommends the name of the prospective member to the Dean of the Graduate School by letter, which must have the approval of the Dean of the Faculty member's school or college. The recommendation must be accompanied by a form which has been filled out by the Department Head.

The general criteria of membership on the Graduate Faculty:

1. Membership on the faculty of a graduate degree-granting college, or school, providing approved graduate courses.
2. Graduate training.
3. Productive research
4. Professional activity and interests.

The qualifications of the individual are assessed by a committee of the Graduate Council. The Qualifications Committee then recommends to the entire Graduate Council whose affirmative vote is necessary for admission to the Graduate Faculty.

The duties of the Graduate Faculty would include the following:

1. Direct the research for all advanced degrees.
2. Constitute thesis committees for all advanced degrees.
3. Elect, subject to the approval of the President, certain members of the Graduate School Council
4. Vote on the qualifications of candidates for all advanced degrees.

UNIVERSITY OF MASSACHUSETTS

Office of the Dean of Men

ANNUAL REPORT

December 1, 1958 -- November 30, 1959

Date: December 9, 1959

1. Appropriation-fiscal year 1959-60

As the Dean of Men's Office functions under an allotment made from the appropriations to Student Personnel, only such allotments pertaining to the Dean of Men's Office are listed as follows:

ALLOTMENTS FOR DEAN OF MEN'S OFFICE
1959-1960

Account

03 - \$18,030 (\$4,540 for faculty residents, if needed)
(\$12,490 for 66 counselors @ \$200 yr. each)
(\$1,000 for Swab tests and Dean of Men's Office)

10 - \$300

12 - \$70

13 - \$50

14 - \$1,100

15 - \$374

2. Personnel - number in each rank (Sept. 1957, Sept. 1958, Sept. 1959.)

September 1957	September 1958	September 1959
1 Professor A	1 Professor A	1 Professor A
	1 Instructor A	1 Instructor A
	4 Dormitory Matrons	7 Heads of Residence
1 Head Clerk	1 Head Clerk	1 Head Clerk
1 Junior Clerk and Stenographer	1 Junior Clerk and Stenographer	1 Junior Clerk and Stenographer
1 Junior Clerk	1 Junior Clerk	1 Junior Clerk

4. Students or clientele

As of September, 1959 there were 3124 men out of a total of 4956 students which made up the undergraduate school at the beginning of the fall semester. In addition to rendering specific services to the undergraduate men this office stands ready to render certain services to the 381 men of the Stockbridge School and the 572 men enrolled in the Graduate School.

The recent growth of the University of Massachusetts is shown by the number of men per class in the Undergraduate School as of September 1959.

<u>1960</u>	<u>1961</u>	<u>1962</u>	<u>1963</u>
605	635	716	1135

As one can see from the above there has been an extremely rapid growth in the number of male students attending the University of Massachusetts. This rapid growth has brought about a need for additional personnel in the Dean of Men's Office and is the reason for the recommendation requesting additional personnel in section seven of this report.

It is interesting to note that while the male undergraduate enrollment has increased steadily, the number of serious, time consuming problems has increased rapidly. For example, my capable assistant and I have found ourselves confronted with many more problems of gross misbehavior and aberrant activity in the four months of the fall semester in 1959-60 than in the entire year 1958-59. There is literally no time to reflect upon possible causes. The need for additional personnel becomes patently clear as each week goes by.

The document known either as the "Sahara Edict" or the "Local Volstead Act" (the President's memorandum of September 11, 1959, "University Policy On Alcoholic Beverages") has produced a greater positive unity among fraternities than has been observed previously. A degree of natural restlessness among members is seen but, so far at least, no Chapter has been willing to gamble with the policy.

Individual cases of misbehavior, some very serious - one almost resulted in death -, have occupied much time especially nights and weekends. Proper punitive and corrective measures involve lengthy personal conferences with individual students, the Men's Judiciary Board, parents and others if rehabilitation is to be expected. Since this is the only acceptable philosophy on which to base the operations of discipline, there is a feeling of accomplishment in the long run in spite of the very arduous wear and tear on personnel during the episode.

A marked rise in morals cases has been noted and at least six students have been suspended from the University this fall because of their offenses against society. Rehabilitation in these cases is left to the parents, if interested (and in some cases they are not!) simply because there are no facilities locally available.

An alarming increase in non-academic dishonesty has been dealt with as effectively as possible even though it is most depressing to note that one alumnus, two sets of parents, and one professional man have been found guilty of attempting to deceive. One set of parents even went so far as to suggest a bribe to keep their son's record from bearing a notation to the effect of his deceit -- and this after a long lecture from the dean of men on the values of virtue. (The lecture is being revised).

5. Professional activities

Dean Hopkins

Faculty Advisor, Phi Eta Sigma, National Freshman Academic Honor Society

National Executive Board, Phi Eta Sigma

National Association Student Personnel Administrators meeting at Harvard June 1959. Series of Conference and correspondence regarding its Commission on Student Discipline

New England Regional Deans Meetings, Burlington, Vt., on March 25-27, 1959

National Interfraternity Conference, Committee on the Revision of its "Criteria."

Mr. Burkhardt

New England Regional Deans Meetings, University of Vermont on March 25-27, 1959

National Association of Student Personnel Administrators, Harvard Graduate School of Business Administration June 25-30, 1959

6. Special projects or programs

A. Mental Health Program

From July 1, 1958 to October 1, 1959, Dr. Rufus M. Vaughn was the Director of Clinical Psychiatry here, his services being made available by the Massachusetts Division of Mental Hygiene. During his period of service he had consultations numbering over 500; he handled many extremely volatile problems and, all in all, was not only highly effective medically, but was also supportive in his cooperative work with this office

His resignation was based on his dissatisfaction with the

Division of Mental Hygiene and not with the University Administration. The position has not yet been filled although it has been "saved" as a result of a conference between the Director and the Dean of Men held in the office of Dr. Dana L. Farnsworth at Harvard.

B. New Infirmary

Inasmuch as the Dean of Men has for years served as a sort of buffer between the medical service and the population which it handles, he was a member of the committee to plan the new building. Several visits to neighboring institutions produced some ideas which have been incorporated into the plans.

In September, 1959, two visits with the Director of Guidance, William F. Field, and Dean of Men to the Director of Health Services at Harvard resulted in President Mather requesting some eighteen distinguished physicians and laymen to serve on a Board of Visitors for the University Health Service. This group has met three times so far and is currently preparing a recommendation concerning both staff and operating policy for the new Health Service. Each meeting has been attended by at least 14 members which, if consultative rates were to be paid, currently equals about \$2100 worth of professional and objective advice concerning an area which is of outstanding sensitivity and importance to the morale of the University.

The Dean of Men serves as Secretary to the Board and is indeed not a member. But such service per se and the knowledge gained for future use in the administrative relationship with students and

medical staff is truly positive student personnel work at its best.

C. Student Leaders' Meeting

Regularly, an hour's meeting per week with male student leaders has produced a feeling of mutual respect and understanding. Informal and off-the-record discussions of everything from academics to women are encouraged. This is another positive piece of student personnel work.

D. Counseling Program

Both the Dean and his Assistant regularly see great numbers of students during each working day. Some of the conferences may be as short as a few minutes (to borrow money, to get recommendation for a job, scholarship etc.) while some last the normal 50 minutes. Each keeps a record of the major cases he sees and very often both consult on the more difficult ones. By far, this occupies the major portion of our time and while it is neither as flashy nor showy as the discipline cases, it all adds up to a most positive contribution to the total welfare of the clientele.

E. The Dormitory Program

In the budget estimate for the fiscal year 1959-60 this office requested an additional Head of Residence for Abigail Adams House which had been changed into a men's dormitory. The Dean of Women's Office also requested an additional Head of Residence for a new women's dormitory. Neither of these positions were appropriated making necessary the transfer of one of our Heads of Residence to the Dean of Women's staff. To fill the position left open in two

men's dormitories this office appointed two part-time Faculty Residents. It is urgently hoped that authorization will be given for the appointment of full-time Heads of Residence in all of the men's dormitories for the fiscal year 1960-61. The growth of an effective dormitory program depends on it.

Because the construction completion date of Hills House (442 billets) indicated that it would be ready for occupancy in September of 1959, the University admitted a number of male students who were to be housed in that building. During the summer of 1959 it became obvious that the building would not be ready and plans were made to house these students in existing dormitories.

At the opening in September 1959, 244 dormitory rooms were occupied on an above normal basis. Single rooms were doubled and double rooms were tripled to make room for the additional students. Our normal occupancy figure of 1,849 men total for all men's dormitories was raised to 2,060 by this overcrowding.

As of this date (December 1, 1959) Hills House is still not completed and the psychological and operational aspects of this continued dormitory overcrowding have not made for a climate which we feel is proper in our dormitory program. The Housing Office, Janitorial Staff, Heads of Residence, Faculty Residents and Counselors have done a remarkable job in working with this trying situation but serious consideration should be given to future plans to insure that this situation does not happen again.

F. Summer Counseling Program

During the summer of 1959 this office assisted the Guidance Office in the annual summer program of testing and faculty counseling which is requested of all freshmen before they enter the University. It was the responsibility of this office to house and carry on a program of orientation for the more than one thousand one hundred entering male freshmen.

In addition to the Head of Residence in Baker House where the students were quartered, five student counselors were appointed to live in and supervise the sections of the dormitory. They also participated in formal and informal periods of orientation. The success of this year's program, from the standpoint of this office, was in a large measure due to the efforts of the Head of Residence and these counselors.

During each testing period the Dean of Men or his Assistant gave orientation lectures to the students attending and also to many of their parents during the Parents Program which was held on the third day of each period. As a result of this program, marked progress has been made in establishing understanding and cooperation between this office and the parents of the students whom we serve.

During the summer Mr. Burkhardt also acted as Foreign Student Advisor while Mr. Potash was in Washington, D.C.

G. The I.D. Card Program

This year marked the first time that finished I.D. cards were given out at fall registration. This was accomplished by taking the freshmen pictures during the Summer Counseling Program and by having

the upperclassmen fill out their I.D. cards during spring pre-registration. Duplicates of the freshman pictures are made at the time of its original printing making it necessary to take student's photograph once while at the University.

Additional prints are made available to departments needing them.

7. Future plans and needs

The University is growing physically and in numbers of students and employees. This is a basic fact and needs no elaboration.

Very briefly, for the justification essay more properly belongs in the budget requests soon to be made, the crying needs in Student Personnel are for 1) additional personnel, and 2) the immediate establishment of a Student Personnel Program directed by a Dean of Students who has both responsibility and authority.

Additional personnel are vitally needed in the office of the Dean of Men to this extent:

- 1) an Associate Dean of Men
- 2) an Assistant Dean of Men
- 3) a Clerk - receptionist
- 4) a Clerk - typist

These people will assist the present staff by performing many of the functions which we simply are not now doing because we cannot. For example, if we were able to do some extensive counseling after midsemester grades are reported, I would guess we could save a substantial number of freshmen. Perhaps some upperclassmen could be saved as well.

In addition, Housemothers (Heads of Residence, full time) are needed in all men's dormitories; again, this will expanded upon in our budget requests.

The Campus Police force should be doubled and a Campus Safety Program instituted under the direction of the Chief. He, in turn, would be advised by a small but interested, concerned, and knowing Safety Board. We have had no serious accident on campus recently but it seems only wise to exercise preventive measures now rather than afterwards!



Robert S. Hopkins, Jr.
Dean of Men

RSH:bl

UNIVERSITY OF MASSACHUSETTS

MEMORANDUM

From: Helen Curtis, Dean of Women

Date: December 10, 1959

To: J. Paul Mather, President

Subject: ANNUAL REPORT OF THE DEAN OF WOMEN

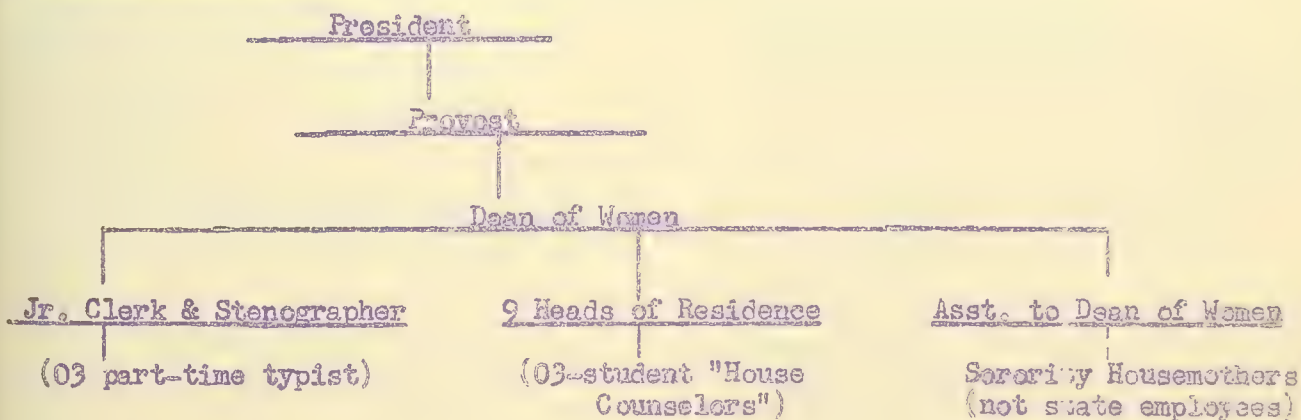
1. Appropriation

	<u>1957-58</u>	<u>1958-59</u>	<u>1959-60</u>
03 (dorm counselors, etc.)			\$11,513
10, 12, 13, 14, 15			600
Total			\$12,113

2. Personnel

	<u>Sept. 1957</u>	<u>Sept. 1958</u>	<u>Sept. 1959</u>
Dean of Women (Prof. "A")	1	1	1
Asst. to Dean of Women	{ Sept. 0 Jan.-May-Instr.	{ Sept.-1/2 Instr. Feb.-1 "Instr. A"	1-"Instr. A"
Head of Residence	5-grade 09 2-grade 07	5-grade 09 3-grade 07	7-grade 09 2-grade 07
Jr. Clerk & Stenographer, Grade 03	1	1	1

3. Organizational Chart



See appended lists

{ Women Student Leaders
Women Students' Residences

Penny Renton '60, Chairman
 Linda Achenbach '62
 Sonja Langwa '61
 Patricia Ward '61
 Marilyn Wood '62
 (others to be elected)

Women's Judiciary Board:
 Penny Bullard '60, Chief Justice
 Patricia Binkley '61
 Nancy Boyd '60
 Carol Veno '62
 Esta Yaffee '61

House Chairmen and Counselors:
Arnold House: Ruth MacLeod '61, Chrm.
 Mary Ann Blais '61, Muriel Brown '61
 Sheila Day '61, Linda Frissell '61
 Sandra Hill '61, Judith Madden '61
 Anne Reseigh '61, Esta Yaffee '61
Crabtree House: Christa Hahnenstein '61, Chrm.
 Judith Allen '61, Patricia Blair '61
 Bryna Lansky '61, Joan Magoon '61
 Marjorie Proctor '61, Ada Tieri '61
Hamlin House: Ruth Lawrence '60, Chrm.
 Barbara Bures '60, Carol Jones '61
 Patricia Kaczorowski '60, Rosemary Kamison '61
 Elaine Olbrych '61, Elizabeth Slavin '61
Knowlton House: Barbara Groll '60, Chrm.
 Nancy Jones '61, Mary Leahy '61
 Patricia O'Connell '61, Gail Osbaldeston '61
 Doris Piercy '61, Patricia Scanlon '60
Dwight House: Katherine Lilly '61, Chrm.
 Merle Horenstein '61, Susan Powell '61
 Dorothy Ravgiala '61, Mary Ellen Rockwell '61
 Maren Simonds '61, Carol Tucker '60
Mary Lyon House: Jean Crosby '60, Chrm.
 Linda Hadley '61, Lee Hadsall '61
 Gratia Lew '60, Marion MacLeod '61
 Elaine Steinberg '61, Frances White '61
 Joan Hebert '60, Gail Gentile '60 (2nd sem.)
Leach House: Barbara Stowell '60, Chrm.
 Sondra Cary '61, Barbara Gateriewicz '61
 Carole Grant '61, Ann Lawson '60
 Brenda Mason '61, Marcia Smith '60
Lewis House: Judith Davey '60, Chrm.
 Joan Bornstein '61, Priscilla Deane '61
 Mary Morrison '61, Lisa Steinmez '60
 Priscilla Wahlen '61, Nancy Warren '60
Thatcher House: Joanne Russell '60, Chrm.
 Judith Brown '61, Roberta Bernstein '61
 Judith Ellison '60, Ruth Epstein '61
 Cornelia Love '61

Helen V. Krause, Joanne Russell
Scholar:
 Rosalie Allen '61

Women's Scholastic Honor Society ('63)
 Evelyn Aliferis, Marrilee Atkins,
 Martha Crane, Patricia A. Conway,
 Jacqueline Dubis, Ruby A. Harrison,
 Lorraine Hennessey, Dorothy Hubbard,
 Bette Jantz, Marsha Katseff,
 Marilyn Mann, Jean Rodgers,
 Carol Rurak, Irene Tyminski,
 Bonny Waye, Martha West,
 Judith Williams, Sandra Baird,
 Carol Veno.

Mortar Board --Senior Women's Honorary:
 Alta Mae Ide, President
 Shirley Bush, Janet Carlson,
 Barbara Groll, Janice Reid,
 Joanne Russell, Florence Steinberg.

Scrolls -- Sophomore Honor-Service
 Deborah Toppan, President
 Sandra Baird, Elizabeth Bamford,
 Judith Conroy, Patricia Conway,
 Diana Coyle, Anne Hall, Jean Havey,
 Shirley Mathews, Dorothy Mayo,
 Carol Neal, Brenda Oliveri,
 Lesley Paysant, Mari Porter,
 Nancy Pizzano, Carolyn Sheriff,
 Mary Jane Stack, Carol Veno,
 Doreen Waskiewicz, Barbara Winslow

Big-Little Sister Co-Chairmen
 Sandra Gates '61
 Patricia Binkley '61

Women Members of Revelers:
 Sandra Brodsky '62, Marilyn Peoples '62
 Bryna Lansky '61, Leslie Anderson '61,
 Patricia Blair '61, Nancy Duggan '61,
 Judy Fredman '61, Sandra Hill '61,
 Sandra Seigel '62, Penelope Martin '60

Women's Athletic Association:
 Sherry Lambert '61, President

Panhellenic Council:
 Donna Mitchell '60, President

Women Members, SWAP Conference (Spring 196:
Planning Committee:
 Kathryn E. Lilly '61
 Christa Hahnenstein '61

Sorority Presidents:
 Chi Omega: Marcia Hubbard '60
 Gamma Chi Alpha: Jane Massimiano '61
 Kappa Alpha Theta: Karen Mich '60
 Kappa Kappa Gamma: Virginia Ryder '60
 Phi Delta Nu: Joyce Craig '60
 Pi Beta Phi: Janice Reid '60
 Sigma Delta Tau: Florence Steinberg '60
 Sigma Kappa: Marilyn Armstrong '60

UNIVERSITY OF MASSACHUSETTS WOMEN STUDENTS RESIDENCES, 1959-60

House	Phone	Address	Head Resident	House Chairman
<u>Dormitories:</u>				
Arnold House	3-9109 3-9111	Campus	Jean Churchill (Mrs. Alvord) (3-3411, Extension 482)	Ruth McLeod '61
Crabtree House	3-9116 3-9140	Campus	Ruth Pitt (Mrs. Lester I.) (3-3411, Extension 469)	Christa Hahnenstein '61
Dwight House	3-9256 3-9296	Campus	Winifred Field (Mrs. Richard) (3-3411, Extension 365)	Kathryn Lilly '61
Hamlin House	3-9267 3-9207	Campus	Elsie Rich (Mrs. Mulford E.) (3-3411, Extension 410)	Ruth Lawrence '60
Knowlton House	3-9153 3-9294	Campus	Amy Judge (Mrs. Gerald A.) (3-3411, Extension 409)	Barbara Groll '60
Leach House	3-9159 3-9215	Campus	Mary Shute (Mrs. Clarence) (3-3411, Extension 468)	Barbara Stowell '60
Lewis House	3-9273 3-9260	Campus	Marion Cumming (Mrs. R. Stuart) (3-3411, Extension 270)	Judith Davey '60
Mary Lyon House	3-9163 3-9103	Campus	Frances Pennington (Mrs. George D.) (3-3411, Extension 325)	Jean Crosby '60
Thatcher House	3-9249 3-9201	Campus	Lucie Davey (Mrs. Stewart H.) (3-3411, Extension 269)	Joanne Russell '60
<u>Pororities:</u>				
Chi Omega	3-9218	315 Lincoln Avenue	Ruth Maxwell (Mrs. Bernard L.), (3-3941)	<u>Presidents:</u> Marcia Hubbard '60
Gamma Chi Alpha	-	-	-	Jane Massimiano '61, Hamlin
Kappa Alpha Theta	3-7630	778 N. Pleasant St.	Mabel Hamilton (Mrs. James E.), (3-7502)	Karen Mich '60
Kappa Kappa Gamma	3-9202	314 Lincoln Avenue	Margaret D. Nelson (Mrs. Aro D.), (3-5650)	Virginia Ryder '60
Phi Delta Nu	3-9281	389 N. Pleasant St.	Emma Marshall (Mrs. Elliott), (3-3821)	Joyce Craig '60
Pi Beta Phi	3-9173	388 N. Pleasant St.	Anne Mahoney (Mrs. Arthur H.), (3-7360)	Janice Reid '60
Sigma Delta Tau	3-9224	409 N. Pleasant St.	Lillian Ryan (Mrs. L.), (3-2967)	Florence Steinberg '60
Sigma Kappa	3-9297	19 Allen Street	Katherine Young (Mrs. Benjamin), (3-7717)	Marilyn Armstrong '60

Home Economics
Homestead

Campus

Miss Oreana Merriam, (3-3411, Ext. 448)

(House Chairman changes)

4. Students or Clientele

Since women students, particularly undergraduates, are my primary responsibility, the following statistics are pertinent:

	<u>Sept. '57</u>	<u>Sept. '58</u>	<u>Sept. '59</u>
Undergraduates	1,341	1,495	1,765
Special	28	63	67
Stockbridge	7	9	13
Graduate	<u>122</u>	<u>149</u>	<u>208</u>
TOTAL WOMEN:	1,498	1,716	2,053

Sept. '59 84% of undergraduate women live in 9 dormitories
8% of undergraduate women live in 7 sorority houses
8% of undergraduate women commute

5. Publications, research and professional activities

The place of religion in a state university interests me as a research topic, but the continual demands of my job have not permitted me to devote time to it.

Professional activities have included work on the State Executive Board of the Massachusetts Association of Deans of Women, composed of both College Deans and High School Guidance Counselors, my special interest being successful transition from school to college. I serve on the Advisory Committee of Deans for the Massachusetts Society for the University Education of Women and on the Board of Incorporators of the Horace Smith Fund, both being organizations which give financial aid to students. I am a member of the State Executive Board of the A.A.U.W. and in Amherst of the Camp Anderson Committee. This year I have participated on programs of Deans Conferences and at meetings of Worcester and Springfield Alumni.

6. Special projects or programs

The Freshman Pre-College Testing and Counseling program, "master-minded" and directed by Dr. Field, has proved of such worth that it received priority in my summer work. This was added to four other major jobs: to secure and prepare for three new Heads of Residence, to plan furnishings for two new dormitories (and prepare detailed information regarding such orders), to adjust September room assignments for the largest-yet resident enrollment, and to supervise the arrangements for women in summer courses. The aggregate made a summer load which I could not have carried without a full-time assistant. It has been a tremendous help to have the assistance of Mrs. Isabelle Gonon full time in 1959.

Recently completed was a two-year period of cooperation by University women undergraduates which was requested by the Harvard Medical School Department of Obstetrics for a research study on dysmenorrhea conducted by Dr. Daniel Abramson.

To help motivate women students to realize their intellectual potential the fourth annual "Honors Tea" at the President's home was held with Dean Bernice Cronkrite of Radcliffe College as speaker. This was planned to recognize students who had achieved averages of 3.4 or better and to interest more women in aiming for graduate study. In line with the same objective of intellectual motivation, a new Women's Scholastic Honor Society was formed this year for students who attain 3.5 or above in the Freshman year. We are pleased that the group has been approved and will be installed as a chapter of the well-recognized national society, Alpha Lambda Delta.

College to "exchange" two students for one week in March resulting in a most interesting experience for these individuals and stimulating discussions for many others on various aspects of University education.

7. Future plans and needs

Urgently needed are better planned housing and dining accommodations for our thousands of students who must live away from home while attending the University of Massachusetts.

The University Building Association has built 19 dormitories now used to maximum capacity. The University is grateful that these houses were provided when the State Legislature refused to meet these needs. But the fact must be faced that these dormitories are full of structural blunders which could have been avoided by architectural planning and consultation. These dormitories will be needed for maximum numbers for many years to come, and the changes necessitated by poorly planned water or electrical connections, no trunk or storage rooms, inadequate laundries, poor maintenance service entries, awkward arrangements of offices and inadequate social rooms, and crowded student rooms with cheap closet provisions will cause needless expense and difficulties over years to come.

The time has come when the Alumni of the Building Association should be sincerely thanked for their generous and loyal services and the University Building Association reorganized with more University Trustees and officials participating in decisions and with other architects employed to design dormitories which are adapted to function. The Dean of Women's staff and others greatly concerned about University student housing stand ready to work cooperatively with the Building Association on this urgently needed planning.

With the group of women's dormitories in the north area of the campus being completed, now is the time for a change before the new site south of the University Commons is developed for women's residences. It has been repeatedly urged that buildings in this site be planned as a related group and should include dining facilities. All the residents and an additional 400-500 men students could be served there.

Student food service should not be planned just for survival through mass feeding at lowest possible cost. A university is responsible to provide dining facilities where students can have nutritious and balanced meals in convenient and pleasant surroundings which are conducive to the development and practice of social amenities expected of educated citizens.

With better designed and constructed dormitories and dining facilities, there would not be so many critical problems for a University maintenance staff as they are now compelled to handle. This is one of the most urgent needs of the university:---more maintenance personnel and more money for equipment.

For example, 58 pieces of furniture in women's dormitories alone could be restored and returned to use if they could be repaired or reupholstered. These are good quality items which have had 6-10 years use and which are greatly needed but are now being wasted because of maintenance lacks. In another dormitory of 155 residents, the inter-communication system stopped working. The Maintenance Department did not have time to send someone to repair it. Nerves wore thin (in this usually happy house) as weeks went on with the unpaid office girls having to run to 3rd or 4th floors to locate others with phone calls or callers which included parents, faculty, and emergency calls of all sorts. The inconvenience was enormous. Finally after repeated pleas for service the electrician found that only new batteries were needed which were replaced in a few minutes. This kind of frustrating



Our maintenance can be complicated in several ways. The quality of our maintenance personnel is superior but the quantity is a disgrace to the University wealth.

Money for equipment in offices is sorely needed but money for replacements of worn out furnishings in dormitories is an even more glaring need.

Student Health Services--Infirmary and medical staff--are also in need of attention. Plans for the new structure are encouraging, and it is sincerely hoped that an adequate budget for personnel and services as recommended by the Advisory Board of Visiting Physicians can be provided.

Personnel needs of the Dean of Women's Staff are (1) for an additional clerk in the office (to carry the increased work load and to give continuity in office services in view of the great turnover in this personnel) (2) for a raise in rank of the Assistant to the Dean of Women (now Instr. A) to Assistant Dean of Women (grade 16, Asst. Prof. A) and (3) for a raise in the grade of one women's dormitory Head of Residence as well as equalizing pay for present staff positions which demand equal work (2 positions are still 07, others 09.) One of my central objectives for the future is to maintain our present high caliber of Heads of Residence in the women's dormitories and a high standard for personal and group living in all our residences. In an enlarging university, it is here that a student can and should be known as an individual.

Perhaps it seems inappropriate that so much of a Dean of Women's annual report should be devoted to housing, dining, and maintenance concerns. In the performances of our work this year, I and my staff have had many interesting and worthwhile activities with students which I might include in a narrative report as I have in other years. I feel, however, that the above matters have become crucial. Even though faced with many problems, our work continues to be intensely interesting and gratifying.

Respectfully submitted,



Helen Curtis
Dean of Women

The Registrar's Office performs the State and Federal

of Admissions, Registration, and Records.

4. ADMISSIONS

a. Admissions for the September 1959 are shown.

1. Applicants who requested and mailed \$50 in 1959

	Men	Women	Total
Sept. 1954	3,232	2,524	4,756
Sept. 1955	3,746	2,501	5,247
Sept. 1956	4,251	1,889	6,140
Sept. 1957	4,407	2,464	6,871
Sept. 1958	5,105	2,863	7,968
Sept. 1959	5,792	3,629	9,421

These figures represent applications mailed and in reply

will requests as of June 30. In addition, in 1959 over 1500

were given out over the counter or during interviews. There were

1701 out-of-state inquiries and requests for catalogs and applica-

2. Applications returned.

	Men	Women	Total
Sept. 1954	3,321	957	4,278
Sept. 1955	2,737	947	3,684
Sept. 1956	2,748	1,268	4,016
Sept. 1957	3,021	1,737	4,758
Sept. 1958	3,547	1,861	5,408
Sept. 1959	3,680	1,876	5,556

3. Freshman students accepted and enrolled.

	Men	Women	Total
Sept. 1954	610	372	982
Sept. 1955	698	390	1,088
Sept. 1956	723	423	1,146
Sept. 1957	730	515	1,245
Sept. 1958	828	538	1,366
Sept. 1959	1,135	703	1,838

*Includes some transfers and former students.



4. New Program (not including transfers, former students or those omitted)

Class	Selected		Paid		Paid and withdrawn		Total Paid	
	M	W	M	W	M	W	M	W
1961	1037	351	771	463	142	111	429	272
1962	1272	347	925	660	190	130	725	430
1963	1775	425	1348	895	263	192	1055	587

5. Per cent of loss based upon the number selected

Class	Men	Women
1961	40	35
1962	42	37
1963	40.6	43.3

6. Transfers

	Applications returned		Accepted and enrolled	
	Men	Women	Men	Women
Sept. 1956	534		61	
Sept. 1957	506	92	52	7
Sept. 1958	589	91	71	7
Sept. 1959	516	152	39	17

7. Former students who re-entered Sept. 1958
Former students who re-entered Sept. 1959

Men	78
Women	10

8. Correspondence data.

One way to measure interest in our program through the number of letters sent out in each calendar year.

Year	Number of letters
1951	19,513
1952	20,202
1953	24,211
1954	26,410
1955	27,749
1956	30,106
1957	34,538
1958	35,387



	1960		1961		1962		1963		1964		1965	
	1	2	3	4	5	6	7	8	9	10	11	12
One Yearly Returns	1	1	1	1	1	1	1	1	1	1	1	1
Continued												
Total			20		14		6		28		20	

DESTRUCTION

a. Registration and Enrollment Trends:

1. Twenty-two State Enrollment Statistics 1950

Class	Enr.	Comp.	Total
1960	607	209	816
1961	634	242	876
1962	711	231	942
1963	1135	192	1327
Total	3087	1774	4861
Special Enrollment	30	17	47
Out-of-state	20	17	37
Foreign	0	0	0

2. Enrollment Trends - Total Enrollment

Year	Enr.	Comp.	Total
1950	1,981	777	2,758
1951	1,730	1,001	2,731
1952	1,932	1,100	3,032
1953	2,267	1,200	3,467
1954	2,179	1,200	3,379
1955	2,183	1,169	3,352
1956	2,511	1,450	3,961
1957	2,653	1,701	4,354
1958	2,772	1,690	4,462
1959	3,090	1,745	4,835

3. Enrollment Trends - Foreign Enrollment

Class	Enr.	Comp.	Total
1954	237	308	545
1955	230	406	636
1956	260	407	667
1957	280	425	705
1958	287	372	659



Class	Jan	March	Total
1959	708	798	1,506
1960	723	725	1,448
1961	730	596	1,326
1962	928	530	1,458
1963	1,135	703	1,838

4. Enrollment Trends - Freshman Enrollment by School

Class	Arts and Science	Engrg.	Ed.	Bus. adm.	Agric.	Home Econ.	Phys. Edu.	Other
1954	422	77		107	118	99	24	
1955	510	157		230	91	103	24	
1956	522	213		115	99	102	25	
1957	577	277		146	83	64	23	
1958	543	314		118	98	55	24	
1959	519	295		93	86	52	20	13
1960	588	309		107	61	40	18	25
1961	607	309	90	116	55	45	23	21
1962	694	300	80	125	69	35	33	25
1963	987	321	127	173	92	37	63	39

5. Distribution of Undergraduate Enrollment by Majors
September 1959

Curriculum	1960		1961		1962		1963		Total	
	M	F	M	F	M	F	M	F	M	F
Col. Arts		1	5	2	92	132	519	458	616	504
Ed.		7	5	8	1	7			5	22
Pub. Health	4			1					4	18
Botany	1	2	4	4	2	2			7	8
Chem.	16	4	23	5	38	10			79	26
Econ.	19		27	1	8		1		55	1
English	20	40	21	39	9	24	1	1	41	104
Jour.-English	3	2		5	3				8	7
Jour.-Speech	1					1			1	1
Jour.-Geol.			1						1	
Jour.-Hist.			1						1	
Jour.-Zoo.						1			1	1
Geol.	15	1	10		6	1			31	2
Art		2		5		3				10
German	1		2	2	3	2			2	4
Govt.	28	2	35	2	19	1			85	22
Hist.	38	18	32	23	24	9	1		85	50
Math.	31	21	45	25	27	32	3		106	86
Music	3	1	1	1		1			4	3
Phil.	2	1	1						3	3
Physics	18		25	2	17	1	1		61	3
Psych.	9	8	12	8	5	8			25	24



Department	1941	1942	1943	1944	1945	1946	1947	1948	1949	1950
Rom. Lang.										1
French	1	1	1	1	1	11	1			14
Span.		2		5		2				10
Ital.						1				1
Russian	1		2	3	1					1
Sociol.	9	30	27	27	13	13			19	70
Speech	3	4	3	4	1	1			7	9
Zool.	10	11	13	20	4	1			27	36
Pre-Med.	7	1	12	4	22	8		1	43	13
Pre-Dent.	1				13				25	
Pre-Vet.	1				3				3	
TOTAL ASS	244	162	295	201	293	277	529	159	1360	1112

Col. Agr.	1		1		2				1	
Agric.	2		1		2			9	14	
Ag. Sc.	2		1		2				1	
Fd. Mgt.	2	1	5		1				6	1
Ag. Eng.					1			3	4	
Agric.	5		2		4			11	22	
Dairy			2					11	14	1
An. Mus.	5		2		1			1	13	
An. Sci.					6				8	
Bot.	2		1		1				4	
Florist.	2	1			1		1		1	2
Fd. Tech.	3	1	10		3				21	1
Forest.	12		15		12			24	67	
Wildlife	10		1		11			10	24	1
Land Arch.	6		7	1	13			15	32	1
Olivi.	1				3				4	
Pomol.					2				2	
Plant.	2		1		2		1	2	5	1
TOTAL AGRIC.	56	3	59	1	62	2	88	3	265	9

Bus. Adm.	2		15		97	10	153	20	267	30
Gen. Bus.	2								2	
Acctg.	22		26	1	2				50	1
Fin.	32	1	20	1	2				61	2
Mgt.	50		32	1	3		1		95	2
Mkt.	24	1	14	6					39	7
Misc.		3								3
TOTAL BUSINESS	132	5	118	9	102	11	153	20	505	45

Engin.	1	63	1	72		67	2	125	4	327
Eng. E.										
Eng. M.	3		6		10			307	3	326
Ch. E.	13		21		27			1	70	3
C. E.	36		20		24				2	
E. E.	28		47		66	1			92	1
I. E.	14		15		10				177	
M. E.	50		32		32	1	2		39	1
TOTAL ENGIN.	156		141		229	2	318	3	814	5



Specialization	1960		1961		1962		1963		Total	
	M	W	M	W	M	W	M	W	M	W
Home Econ.		23		30		29		37		120
Nurse.		9		23		25		39		96
Phys. Ed.	11		4		25	3	1		41	4
Men. P.E.	3		13		4		44		64	
Wo. P.E.		2		5		2		16		25
Rec.	8	2	1	6	1	1	1	1	7	10
TOTAL PHYS. ED.	16	4	20	11	30	7	46	17	112	61

6. Undergraduate Registration Under Semester 1958-59

Class	Men	Women	Total
1958	552	211	763
1960	601	293	894
1961	676	417	1093
1962	803	522	1325
1963	55	4	59
Total	2687	1447	4134
Specials			89

7. Registration summer of 1959

Session Number	Individual Students
1	117
2	850
3	199
4	12
5	8
6	641
7	19
8	15
9	27
Total	1916

Total individuals enrolled during the summer determined from I.S.N. grade reports.

University Graduate School	397
University Undergraduates	550
Students from other colleges not graduate school level	316
Total	1263

b. Registration on Interchange of Students Programs, Amherst, Mount Holyoke, Smith, and University of Massachusetts cooperating.

1. Spring Semester 1958-59

From	Number of Students	Course
Amherst	1	Social Science 60
to Univ.	1	Ecology 64
	1	Forestry 56
	1	...



<u>From</u>	<u>Number of Students</u>	<u>Courses</u>
Smith to Univ.	1	Psychology 00
	1	Botany 32
	1	Psychology 205
To Amherst	1	Philosophy 74
From Univ.	1	Religion 40
	1	Drama 404 23
	2	Education 50
	2	Philosophy 72
	1	History 48
	1	History 46
To Mount Holyoke	1	Political 1501
From Univ.	1	Philosophy 330
	1	Speech 510
	1	Playwriting
	1	Speech 1183
To Smith	1	Russian 31
From Univ.	1	History 2170
	1	Russian 31
	1	Review Unit 406
	1	Special Studies 411
	1	Theoretical Spectroscopy

Total course enrollments Cooperating Colleges to the University - 7

Total course enrollments University to Cooperating Colleges - 23

2. Fall Semester 1959-60

<u>From</u>	<u>Number of Students</u>	<u>Courses</u>
Amherst to Univ.	2	Social Science 60
	1	Sociology 25
	1	Finance 35
From Mt. Holyoke to Univ.	1	Speech 45
	1	Speech 03
	1	Govt. 60
From Univ. to Amherst	1	Chemistry 41
	1	Music 45
	2	Religion 21
	1	English 73
	2	Religion 23
	2	Biology 305
	1	Philosophy 45
From Univ. to Smith	7	Russian 23
	4	History 2170
	6	Russian 31
	1	Russian 41a
	1	History and Sociology 401

Total course enrollments Cooperating Colleges to the University - 7.

Total course enrollments University to Cooperating Colleges - 25



- c. Registration Fieldwork Undergraduate Program.
New students - 66. Of these, 34 are in the
General Electric sponsored Apprentices Program.
Total undergraduate enrollment - 136. All sub-
jects currently being offered are on the freshman
or sophomore level.

C. RECORDS

- a. Academic Dismissals - college year 1950-59

Class	February	June	Total
1959	5	3	8
1960	10	21	31
1961	32	41	73
1962	39	127	166
1963	11	2	13
Total	107	194	301

- b. Trend in academic dismissals for freshmen year.

Class	Number of dismissals in freshman year	Total enrollment Sept. of freshman year	Rate of dis- missals in per cent
1957	103	1170	8.8
1958	172	1182	14.5
1959	129	1088	11.8
1960	144	1149	12.5
1961	167	1256	13.3
1962	168	1366	12.3

- c. Conditions of academic dismissals - college year 1950-59

1. Class of 1959

January. Dismissal if cumulative average was below 1.6 except that such a student was not dismissed if the average for the current semester was 1.7 or higher.

June. A cumulative average of at least 1.7 required for graduation.

2. Class of 1960

January. Dismissal if the cumulative average was below 1.5 except that such a student was not dismissed if the average for the current semester was 1.6 or higher.

June. Dismissal if the cumulative average was below 1.5 except that such a student was not dismissed if the average for the current semester was 1.7 or higher.

3. Class of 1961

January. Dismissal if the cumulative average was below 1.4 except that such a student was not dismissed if the average for the current semester was 1.5 or higher.



June. Dismissal if the cumulative average was below 1.5 except that such a student was not dismissed if the average for the current semester was 1.6 or higher.

4. Class of 1962

January. Dismissal if three failed academic courses with a combined aggregate of eight or more semester hours unless a D grade or higher was obtained in two of the other academic subjects.

June. Dismissal if the cumulative average was below 1.4 except that such a student was not dismissed if the average for the current semester was 1.5 or higher.

5. Class of 1963

June. Same as class of 1962 for January.

d. Summary of withdrawals - college year 1958-59

1. Fall Semester.

a. Withdrawals during the semester.

Class	Male	Female	Total
1959	6	2	8
1960	11	5	16
1961	21	4	25
1962	27	13	40
Total	65	24	89

b. Summary of withdrawals.

1. During the semester	57
2. Academic Dismissals	31
3. Did not return for spring semester, 32 men and 12 women	44
4. Total	132

2. Spring Semester.

a. Withdrawals during the semester.

Class	Male	Female	Total
1959	1	0	1
1960	15	0	15
1961	18	6	24
1962	29	8	37
1963	4	0	4
Total	67	14	81



b. Summary of withdrawals.

1. Students enrolled Spring Semester but do not return for Fall Semester - 1959-60.

Class	Men	Women	Total
1960	14	20	34
1961	28	54	82
1962	39	54	93
1963	3	1	4
Total	84	129	213

2. Withdrawals during the Semester

3. Academic Dismissals

4. Total

31

196

227

3. Summary of Withdrawals - college year 1959-60

Fall Semester

Spring Semester

Total

225

483

708

Percent of withdrawals based upon enrollment of 4,267 in September 1959 is 16.7 compared to 15.2 in 1957 and 14.3 in 1956.



c. Class and University Grade Point Averages, 1959-59

<u>Class</u>	<u>Fall Semester Average of Averages</u>	<u>Spring Semester Average of Averages</u>
1959		
Men	2.48	2.63
Women	2.70	2.83
Class	2.53	2.69
1960		
Men	2.24	2.38
Women	2.38	2.55
Class	2.29	2.44
1961		
Men	2.01	2.15
Women	2.25	2.35
Class	2.11	2.23
1962		
Men	2.02	2.09
Women	2.21	2.20
Class	2.10	2.07
1963		
Men		2.14
Women		1.32
Class		2.08
Total		
Men	2.17	2.25
Women	2.33	2.40
All Undergraduates	2.23	2.31
All Sorority	2.39	2.45
All Fraternity	2.16	2.17



f. Bachelors Degrees awarded 1959. Students who received the degree in the calendar year 1959 graduated as of the class of 1959.

School	February	June	September	Total
Arts & Science	19	329	34	382
Agriculture	9	77	(17) (2) (1)	89
Business	13	104	11 (1) (1)	129
Engineering	19	130	24	173
Home Economics	0	25	0	25
Nursing	0	3	0	3
Physical Education	4	17	0	21
Missfeldt Program	0	11	0	11
Total	60	716	58	834

g. Transcripts of Record Issued and Trend.

July 1952 - July 1953	2726
July 1953 - July 1954	3104
July 1954 - July 1955	3459
July 1955 - July 1956	4620
July 1956 - July 1957	4643
July 1957 - July 1958	4927
July 1958 - July 1959	5483

*This figure included graduate school transcripts also.
 Distribution of Undergraduate Transcripts 1958 - 1959.

Transcripts sold	2788
Transcripts free	1990
Transcripts defects	377
Transcripts for other offices	277
Total	5432

M. G. Lemphear
 Registrar



ANNUAL REPORT OF THE PLACEMENT SERVICE

To the President of the University of Massachusetts

Sir:

I herewith respectfully submit a report of the various activities of the Placement Service for the college year 1958-59 according to the instructions outlined in the memorandum of Dr. Gillespie dated November 10, 1959.

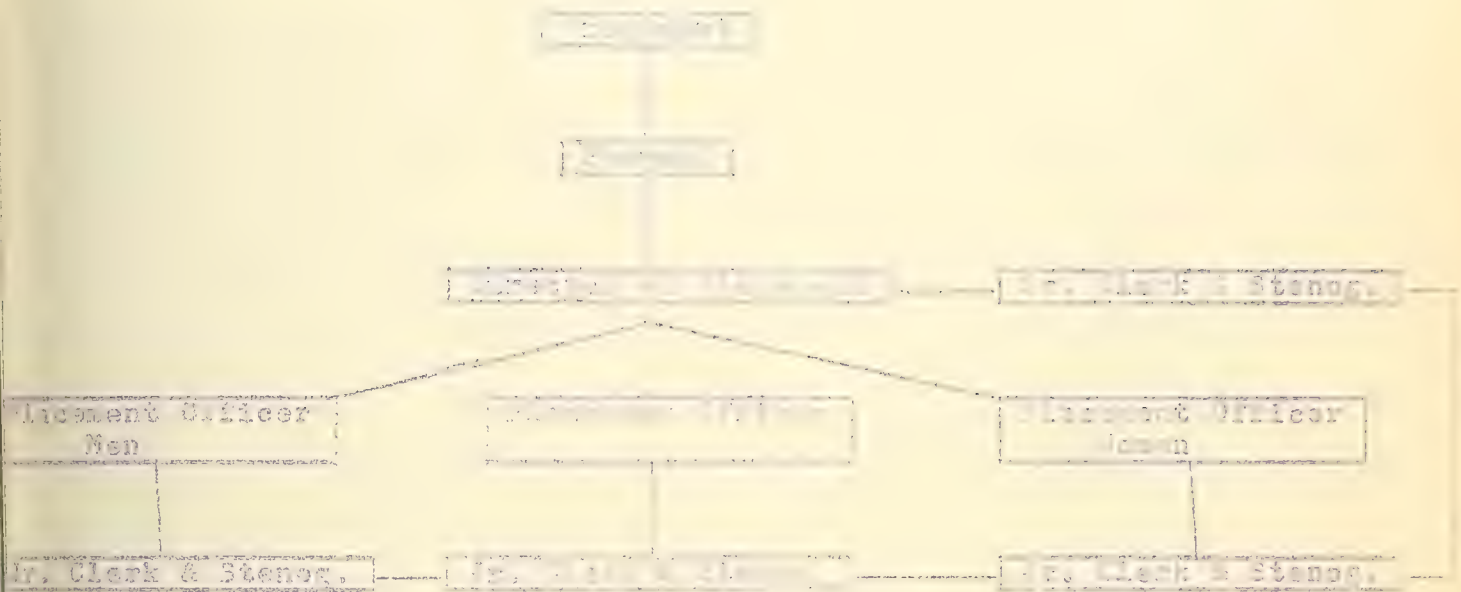
<u>Appropriation - Fiscal Year</u>	<u>1957-58</u>	<u>1958-59</u>	<u>1959-60</u>
Intermittent Labor 2	\$ 349.55		
Student Labor 3	\$ 278.54	\$1107.00	\$1200.00
Travel 10	\$ 530.10	\$ 785.00	\$ 785.00
Printing 11	\$ 213.43	0	\$ 20.00
Repairs 12	\$ 24.27	\$ 60.00	\$ 60.00
Classroom Supplies 13	\$ 5.35	0	\$ 50.00
Supplies 14	\$1025.20	\$ 985.07	\$ 980.00
Equipment 15	\$ 274.37	0	\$ 350.00

Personnel - number in each rank (Sept. 1957, Sept. 1958, Sept. 1959)

Professor.....	1
Associate Professor.....	1
Assistant Professors.....	1
Placement Officer.....	1
Senior Clerk & Stenographer.....	1
Junior Clerk & Stenographer.....	3



Organizational Chart



4. Students or clientele

The entire student body including students who attend the summer in particular.

5. Faculty publications, research reports, research projects and other professional activities.

Several articles written for the Journal of College Placement by Mr. Morrissey.



8. Special projects or projects

Senior Placement

Alumni Placement

Teacher Placement

Required Placement Training (Stockbridge
School and University)

Summer Placement

Part-time Student Employment

Veterans' Program

Selective Service

Draft Registration

Student Loans (University, Higher Education
Loan Plan, National Defense
Student Loan Program)

Career Counseling

Maintain Occupational Information and
Industrial Literature Library

Administer on-campus Interview Program

9. Morrissey teaches a course in Personal Management in the School
of Business Administration during the Fall semester.

Also under special projects are on-campus campus career talks, visits
to companies, assistance in preparing resumés, and assistance in
presenting job market picture and salary information.

10. Future plans and needs

It is my understanding that the Placement Service will take over the two
rooms now occupied by Dean Cahill and his secretary when the Dean moves
to his new quarters in the Liberal Arts Building. These two rooms were
originally assigned to the Placement Service when the Stockbridge School
moved to Stockbridge Hall in 1945, but Dean Cahill was granted the use
of them when North College was evacuated.



When these rooms are available we plan to divide one in half to make two more interview rooms for recruiters and other purposes. The other will be developed as a reading room and library for which we have no adequate facilities at present. This brings up the question of additional personnel in the form of a new clerk as she would have supervision over the library, keep materials up to date, etc., as well as doing typing and other clerical work for the various members of the department.

We have been pushing for an additional clerk for several years and really need one more, and more as the number of students increase and the work load increases.

With the addition of administering the National Technical Student Loan Program and the steady increase in the number of students using the Higher Education Loan Plan, we could not keep one clerk busy full time on the loan programs.

The matter of new equipment is a ticklish one, I realize, but we should replace one typewriter each year. That makes a six-year rotation which is plenty long for machines that are used constantly. We also should have at least two additional files each year to keep up with the increasing number of student records, loans, etc.

Respectfully submitted,

Harry J. Urison
Director of Placement



UNIVERSITY OF MASSACHUSETTS
LIBRARY
ANNUAL REPORT

July 1, 1958/June 30, 1959

Production

In accessing the library situation at the University of Massachusetts, it must be borne in mind that the academic community has expanded well beyond the limits of service which the library can adequately perform under the present staffing pattern for library personnel.

For years the University Librarian has presented a carefully drawn annual budget based on a projection of probable library service demands in the context of a rapidly increasing enrollment and with an expanding faculty, a larger proportion of whom are younger and therefore more research minded than was formerly the case. These new faculty members are likely to be heavy users of library resources and therefore demanding in the kinds of services required from the library staff.

However, from the point of view of budget appropriations, the Legislature has not been fit to appropriate on an average of one third of the amount of money requested annually.

As a result of the continuing insufficiency of budget the University Library continues to trend toward remaining at or near the bottom of the roster in the annual compilation of "Library statistics of college and universities" in the United States offering graduate degrees.

While the University in 1957/58, out of a group of 210 institutions reporting, was slightly below the median in enrollment it was 92nd in total library expenditures and the institutions having lower library budgets were made up of ten state universities, five state colleges and technical colleges and three privately endowed colleges.

*College and University Library Statistics, 1957/58 (Group 1) in College and University Library Statistics, v. 20, no. 1, January, 1959. (latest available statistics)



In every case the state universities were located in states with smaller populations and the enrollments of all except three of the colleges were well below that of Massachusetts.

It is possible to quote statistics for every element of library services and organization with virtually the same result in each case.

What is the cause for this apparent unresponsive atmosphere of the legislature toward an adequate library budget? There have been many and varied explanations for this, not the least of which is the fact that in a budget program for expansion of the University, there are so many demands for appropriated funds that an element of feasibility becomes the swaying factor. Those portions of an educational program which lend themselves to providing facilities for rapid expansion take over with the unrequited hope that someday it will be possible to go back and regain ground lost in other areas.

Unfortunately the library cannot be one of those elements of an educational institution which is put off for long, since the library resources and library services are all so far short of what is needed that huge expenditures of money do not regain the ground for many years. In the section of this report on Personnel some of the serious consequences of this policy are set forth.

General

The proper enumeration of the activities of the Library over a period of a year is always most difficult to carry out since the daily milieu of the Librarian amounts to "running to stay in place". Much of this is occasioned by the rapid growth of the institution, and to the fact that administratively it is ill prepared to face the increased demands of an expanding faculty and student body. Administrative policies and procedures in many important areas of operation have never been established with the consequent result for the Librarian that he spends much of his time in endless



conferences over unresolved problems which should have been settled by at least some elements of operational policy.

To further complicate the effective use of the Librarian's time, the cumbersome state procedures, the endless and often unnecessary paper work, and the budgetary context of centralization, with frequent elements of conjecture, inflexibility of procedures, and inertia, result in the expenditure of enormous amounts of energy with the most modest results to show for it. Thus, instead of surveying library resources, planning for increased services to readers, and improving the methods of library operation, the librarians find themselves simply holding the ship together.

During the past year many requests have been received for the Librarian and Associate Librarian to participate in library conferences, and to join committees. Because of the library construction and the inadequate staff it has been considered inadvisable to accept such assignments.

The Librarian has spent considerable amounts of time in almost daily conferences with key members of the trained staff setting up policies and procedures for virtually every area of library service.

A training program for all Reference-Circulation staff was instituted by Mrs. Addison during the winter and spring of 1959 with an obvious improvement in staff performance. Student assistants were also given training, but this was seriously restricted by the small number of hours which any given student could work. It is quite universally agreed by the trained staff that student assistants are an excellent complement to the staff but are no substitute for it.

Beginning in January, 1959, and continuing throughout the second semester the extension of Saturday hours for the Library was undertaken. Formerly the Library was open from 8:00 a.m. to 12:30 p.m.; however, with the slight increase in number of service staff, the hours were extended to cover the period 8:00 a.m. to 4:30 p.m. The usefulness of the additional hours to students remains a question to the library staff;



Moreover, it is thought that at least another year of the practice may result in more
satisfying results. Appendix C of this report gives the present use of the library
building at certain hours of the day.

The reports by department and section follow herewith.

Personnel

In order to anticipate the expansion of the facilities of the University Library
with the completion and acceptance by the University of the library addition during
the summer of 1959, the Librarian requested in the 1958/59 budget the following
positions:

Professional Positions

- 1 Head of Order Department -- Group 14
(Instructor "A", U of M)
- 1 Circulation Librarian -- Group 14
(Instructor "A", U of M)
- 3 Catalogers, Senior Grade -- Group 14
(Instructor "A", U of M)
- 2 Assistant Librarian (U of M) Group 16.
- 7 Total

Non-Professional Positions

- 2 Senior Library Assistant -- Group 9

9 Total all positions.

The Legislature appropriated only one position of Assistant Librarian (U of M) out
of this list of positions.

These positions were requested after a careful analysis of the minimum number of
personnel needed to bring the library staff up to the point where it could provide
basic services to a student enrollment of 5,726 students and 500 faculty.

Failure of the Legislature to provide eight of the nine positions placed the
University Library in the lowest 15% of University Libraries in the country for



total number of staff and 110th out of 112 libraries. An number of professional staff, the statistics are based on the 1957/58 (latest available) condition of the statistics of college and university libraries.

The seriousness of this situation cannot be overemphasized and can perhaps be practically shown by stating that 23 staff are service the library for 07 1/2 hours each with the aid of 23 student assistants in a total floor area of 34,523 square feet. When the new library addition is completed the same number of personnel might be required to staff 129,705 square feet. (34,523 sq.ft. in the Goodell building and 95,182 sq.ft. in the Library addition).

The University increased its enrollment by approximately 100% students to 1958/59 over the 1957/58 figure. Virtually all of these students with a few exceptions need considerable assistance by trained librarians in the use of library resources. The library cannot offer an orientation program for the Freshman English program including 54 sections because of lack of adequately trained staff. The effectiveness of library depends very seriously on the guidance which can be offered by the library staff.

In successive budgets the library has been given clerical staff positions whereas professional staff have been voted by the Legislature. The one exception has been the professional position of Assistant Librarian which was voted in 1958/59. The ratio of professional staff to clerical staff is now 1:3.6 whereas the acceptable ratio is 1:2.

Should this trend toward increasing the clerical staff continue, the situation will rapidly resolve itself into the virtual impasse of untrained persons working without supervision. The end result is steadily worsening service in a period of rapidly increasing demands.

A possible partial solution to this problem would be for the Library Administration to press for Trustee acceptance of the position of Library Reference Assistant (Group II) as a professional position with a four-track position allowance in



place of the two-week period. At present this position is within the salary range for those persons beginning library work who have the BS in Library Science. Professional status would allow for a sliding scale for salaries and would allow outstanding persons to be attracted to the University Library staff.

As the situation now exists no library trained person will consider a position of Library Reference Assistant with a two-week vacation allowance and no opportunity for adjustments in pay scale. Every effort by the Librarian to pass this problem to the Administration has been rebuffed. This probably is a practical solution but not an accepted one.

The situation with regard to the intermediate level of professional positions is particularly discouraging, since the lack of recognized library positions in the ranges between XI and XVI leaves the Librarian in the impossible competitive position of either overpaying or underpaying competent personnel such as catalogers, serials and document librarians. Personnel in these categories with special training and experience are essential to a university library and are unobtainable without extensive negotiations and salary and vacation inducements equated against those offered by competing libraries.

Every effort has been made by the Librarian to establish the position of cataloger (U of M) Job Group XIV as the most likely level for this intermediate level position. The position would be used not only for catalogers but also for reference and document librarians performing the same level of professional duties as catalogers.

It is impossible to overemphasize the seriousness of the position of the University library in the competitive market for librarians. The position is an untenable and impossible one. The Librarian does not wish to perpetuate the practice of hiring of "deadwood" or "warm bodies" in an organization that requires active minds and vigorous bodies. The present staff have been selected with great care and a high level of intelligence must be maintained.



An Organization Chart of the Library appears as Appendix F to this report. The official Table of Organization of University Library staff in 1958/59 appears below:

Professional

1 University Librarian (U of M)	Job Group XXII
1 Associate Professor "A" (1956 Chap. 556)	Job Group XVIII
1 Assistant Librarian (U of M)	Job Group XVI
2 Instructor A (1956 Chap. 556)	Job Group XIV

Clerical

7 Library Reference Assistants	Job Group XI
4 Senior Library Assistants	Job Group IX
6 Junior Library Assistants	Job Group VII
1 Senior Clerk	Job Group VI

Acquisitions-Order Department

During the year 6,000 individual orders were processed for actual purchase, not including periodical renewals. Of state funds, \$56,656.72 was spent, less \$0.30 and a last minute refund of \$0.75. This sum does not include Library Endowment, Teachers Research, and Private fund expenditures. Statistics on expenditures for books and periodicals since the year 1954/55 are shown in the Analysis of Expenditures (Appendix E). The statistics for the purchases and gifts for the current year are shown in Appendix A. While the trend is certainly in the right direction, the actual sum is still far too small to cover requirements.

Mrs. Myrna Porter joined the department, as clerk, on July 28, and Mrs. Kay DuBose on December 15, as an assistant. The staff for the last half of the year, including the Associate Librarian's secretary, numbered four, where previously, from January of 1956, it had numbered only two, and from July of 1958, three.

An Order Librarian (Instructor A grade) is urgently needed, one with university library training and experience to act as supervisor of the order personnel and to improve the flow of the work on recommendations made on department allocations. It has become increasingly impossible for the Associate Librarian to supervise this order work and at the same time to carry out the acquisition work proper - the building of subject areas - so urgently needed, in conjunction with his other responsibilities. The result is, that at this point, he has become a "bottle-neck", which does not

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improve the public relations aspects of his responsibilities.

There are pressing and time-consuming jobs to be done, not only for the benefit of the Library but also for the University as a whole, for which there are available neither staff nor time. It is vitally important that a complete revision of the serial holdings of the University Library as reported to the Union List of Serials be made prior to the editing of the third and final edition of this invaluable reference tool, work on which begins in 1960. It is also vitally important that the Library's holdings of serials, new from 1950 to date, be reported to New Serial Titles, also before editing work on the third edition of the Union List begins.

Both these reportings have real significance for the University as well as for the Library. An up-to-date record of the University's serial holdings (an area that has improved substantially in the past few years, even though many thousands of dollars need still to be spent) would increase visibly the status of the University in the academic world. This more accurate record would also eliminate the trial and error requests for inter-library loan, a process wasteful in time and effort not only to the requesting library, but also to our own inter-library loan staff.

The larger reporting job involves an inordinate amount of intelligent time of trained personnel in order to accurately work through the distressingly inexperienced serial cataloging of the century past. This situation has developed over the years due to the fact that the Library has never had the proper job grades to employ trained serial catalogers -- the most difficult part of the cataloging operation, and personnel-wise the next most costly, second only to trained Rare Book catalogers in the nationwide pay scale and market. The reporting on new serials is also complicated by the fact that much of this material is in the process of being cataloged or deferred, requiring prior training in order to know where to locate the material, as well as patience and time-consuming leg work to check out and verify our holdings.

The other serious problem in the acquisitions-order area is looming pressingly with the impending transfer of one hundred thousand dollars from the Library Addition



building account for the purchase of books. It should be clearly borne in mind that the purchasing work in the case of serial files -- the most needed area for purchase -- involves the same type of verification problem noted above (in fact both can be served by an intelligently organized one-time piece of work). This, the Library does not have the staff to do, even by impairing the current work program. If the emphasis is shifted to the purchase of monographic materials, this problem becomes acute. A complicated serial -- even in this inadequate organization -- can be searched in the time it would take to search five to ten monographs of a straightforward nature. A serial, involving one order and one set of catalog cards, would cost anywhere from a hundred dollars to five thousand dollars. Taking the maximum limit for the monographs, ten, this would involve ten orders and ten sets of catalog cards, and whether or not it was one invoice or ten different invoices -- would not cost more than one hundred dollars, and more likely, fifty or seventy-five. The amount of searching and invoicing work involved in spending for monographs, would be in the nature of five to ten times as much as the same amount spent for serials. This requires staff time far beyond the capacity of the present one.

The corollary of this is another important aspect of the problem, namely that most of the monographs will have to be stored, for it takes almost as much work to catalog a monograph as a serial set. The work load on the catalog department is now well beyond its capacity. The addition of twenty-five to thirty thousand monographs will swamp it for years to come. An uncataloged book is of no use to anyone. The Library's problem of supplying research materials to its public is not solved by purchase and storage. It is only solved when the material is available for use.

It takes an experienced librarian several months to work with a new library setup effectively. Inexperienced personnel never really work into the setup effectively. The searching and checking aspects of the order and acquisition work require individuals who are more than "pairs of hands", however well-motivated otherwise. These jobs require individuals who have been trained and who have worked in a University library context. It cannot be too strongly emphasized that the time has long since passed



when the requirements for library personnel can be filled by untrained job grades.

Catalog Department

This department is under the supervision of the Assistant Librarian, Miss Irene Kavanaugh, who has been able to maintain an excellent record of performance with an extremely small staff. However, the growing accumulation of book and serial materials received by gift or purchase which cannot be cataloged due to insufficient cataloging staff has become a very serious problem and deprives the faculty and students of materials needed for the teaching program.

The importance of acquiring competent, trained, and experienced cataloging staff cannot be overemphasized and if such lack of staff persists it will eventually result in wholly inadequate library resources for the university academic program.

The Librarian has requested in three successive annual budgets the professional position for this department of Cataloger, Senior Grade (U of M), Job Group XIV. In each budget the job classification title has not been voted by the Legislature since it was not recommended by the House Ways and Means Committee.

It has been necessary to recruit one or more college graduates and train them to a point where the more complex clerical operations can be undertaken, thus freeing Miss Kavanaugh and her chief assistant, Miss Barbara Alcorn for the cataloging and classification work. Such a training system is an extremely time-consuming one for the professionally trained staff and reduces the amount of technical work which can be accomplished by the two catalogers. The only solution to the proper functioning of the Catalog Department is to provide additional trained and experienced catalogers in the number of four in the immediate future. In a competitive society four catalogers will be extremely difficult to find and it will take months of searching and interviewing on the part of the Librarian and Assistant Librarian.

Negotiations began in May, 1959, for the addition of a second experienced cataloger. It is hoped that a position will become forthcoming in the 1959/60 budget. Some improve-

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ent in the amount of library material cataloged and classified in the ensuing year is anticipated. This appointment would reduce to three the number of additional catalogers required immediately.

Unless adequate serial technicians are acquired, the University may not be able to report its significant serial titles in the 3rd edition of the Union List of Serials. Failure to comply with the request of the Association of College and Reference Libraries places the University in an extremely poor position in carrying out the mandates of the interlibrary loan system. The University therefore will not make its resources available to other libraries although it is prepared to use the resources of other libraries.

Of particular note is the cooperative program with the Springfield Hospital library which was negotiated by the Librarian, the Assistant Librarian, Dean Mary Mahar of the University School of Nursing and the Springfield Hospital Librarian in September, 1958. Under the terms of this program the Catalog Department supplies charge record cards and complete sets of catalog cards for all University books sent on an indefinite loan basis to the hospital library. The plan allows for integration of the resources of the School of Nursing study collection with the hospital collections hence medical interns, doctors and staff, as well as students may make full use of the library. However, the project has added considerably to the work load of the department and is an indication of the type of service that will be demanded by the academic community as a matter of course in the future.

The statistics covering the work of the Catalog Department are shown in appendix A.

Reference and Circulation Department

It became apparent to the Librarian by October, 1958, that the increasing demands made upon this department by students and faculty necessitated the employment of a trained librarian to supervise the several service units of this large and im-



department. The librarian was fortunate to secure the services of Mrs. Louise A. Addison who has served as Assistant Reference Librarian at the College since 1950.

With this appointment a reorganization of the department was suggested which provided a more efficient allocation of duties among the several staff members of the several units.

Under the reorganization plan Mrs. Addison became Chief of Reader Service with supervision of four units: Circulation, Reference, Interlibrary Loans, and Serials. Mr. Martin Hubbard continued as Reference Librarian but without the additional duties of general supervision of the three unrelated units. This plan affords a more opportunity for concentration of efforts on reference work with students and faculty and on the interlibrary loans service which has shown a marked increase in work load in the brief period of two years.

Reference Unit

Unfortunately because of the number of hours which the library is open, 87 1/2 hours a week, no foolproof system has yet been devised for recording significant statistics of the number of reference questions handled by this unit. Suffice it to say that a staff of three additional full time persons could be used to assist students in the use of reference books, card catalog, and periodical indexes. At present a portion of the time of four persons in addition to Mr. Hubbard are necessary during the day with one staff member and two student assistants at night and during weekends. The present system is especially inadequate at night and on weekends when some persons are called away or special library projects are assigned. Student assistants while helpful are not the answer to this situation since they do not work for long enough periods of time to become familiar with all the essential reference tools. Statistics concerning the use of the library at particular hours of the day are shown in Appendix C.

Circulation Unit

The circulation of library books has shown a marked increase in the fiscal year 1958/59 over the year 1957/58. In 1957/58 28,554 volumes circulated as compared with 1958/59 when 33,100 volumes were circulated. This represents an increase of 4,546 volumes in 1958/59. The normal increase per year in the previous three years was usually 100 to 500 volumes despite the increase in enrollment.

The great increase in circulation is attributable to changes in teaching methods, the increasing number of new and younger faculty members, the addition of many new courses especially in the liberal arts, the evidence of more serious competition with the competitive aspects of college admission, and lastly to a more interested and better qualified library staff to assist the students in finding materials. Circulation statistics are contained in Appendix A.

Interlibrary Loan Unit

The interlibrary loan unit has shown a remarkable increase in service demands in the short period of one year. Much of the increase can be accounted for by the number of books requested for borrowing by the University faculty and students. The number of younger faculty members who are writing theses while teaching accounts for the largest portion of the borrowings as is shown by Appendix B-1 (continued).

There has been a 72% increase in the number of books borrowed in the course of this year alone. The tables in Appendix B-1 and B-2 (continued) show quite graphically the importance of the area college libraries and the Hampshire Inter-Library Center in providing library resources for the faculty and students of the University.

It is hoped that an analysis of interlibrary loans by general subject area can be undertaken in the next fiscal year. Such an analysis might serve as a partial gauge of the areas needing the most attention for University library purchase in the immediate future.

Serial checking unit

This unit, which should be incorporated into the Acquisitions Department as it

is directly concerned with serial subscriptions, remains under the Reference and Circulation Department because of the physical limitations of the present Goodell building.

Access to the records of current periodicals and serials received is of immediate importance and consultation of the files by reference and circulation staff is virtually continuous during the hours of library service.

The number of serial titles now handled in this unit approximates 1300.

Reserve Book Section

This unit of service which accounts for a very large portion of the use of library materials is now located in crowded and uncomfortable quarters on the second floor of the Goodell building. It is anticipated that with the opening of the library addition this section will move directly to the fourth floor of the addition with a twenty-two foot circulation desk, a stack for 20,000 volumes and a full-time staff of three.

The unit has been under the able supervision of Mrs. Genevieve Hamilton since September 1957. She has brought order out of chaos and has been able to maintain excellent staff and student relations in an age of irresponsibility.

The reserve book desk had previously been a source of complaint from students and the faculty because of an unbusinesslike and hit or miss system of record keeping. Public relations are now on a high standard of performance and fines for late books have dropped to the lowest since 1912 which demonstrates an appreciation on the part of students that library rules are to be enforced, but with understanding.

The most difficult aspect of the work of this section is to secure the understanding and cooperation of the teaching faculty. Even after two years of indoctrination by Mrs. Hamilton, there remain unregenerate nonconformists who complicate their own lives, that of the students whom they teach, and the librarians who try to provide services.

It is the fervent wish of the Librarian that faculty learn to cooperate with the library staff. The statistics concerning reserve book circulation are shown in Appendix B-2.

Hampshire Inter-Library Center

In the architectural plans for the library additions, the second floor of the building has been planned for the use of the Hampshire Inter-Library Center.

While no definite date for removal of the Center from Mount Holyoke College to the University can be decided upon at this time, since the building has not been accepted by the University, the general future plan calls for the move in June, 1960.

A serious aspect of University cooperation in HILC is the inability of the University Administration to establish a continuing program for payment of dues to the center. In this fiscal year considerable difficulty was experienced by the Treasurer of the University in securing approval of the necessary payment of \$4,200.00 by the Comptroller's Bureau of the Commonwealth. In this year payment was finally approved by the Commissioner of Administration and Finance and after several unsuccessful attempts, the invoices were processed by the Bureau. This experience has probably indicated that membership fees of this magnitude will be subject to an annual "performance" of this type, and will be ^{re-}solved only by personal visitations to Comptroller and Commissioner, all of which come under the heading of "government by personality".

Until a more certain method of annual payment is perfected, it is inevitable that a general misunderstanding of the role of the University in the Center will persist.

During the year use of the Center was chiefly accounted for by members of the University faculty. The statistics of use are shown in Appendix B-1 (continued).

Library Addition (Massachusetts State Project U-803)

The addition to the Goodell Library, designed by the Boston architectural firm of Ames and Graves, is nearing completion and will be subjected to a thorough inspection prior to final acceptance by the University. While the date for the final review has

not been decided upon, it is anticipated that the building will be given over to the custody of the Librarian on or about August 1, 1959.

The Librarian wishes at this juncture to acknowledge with appreciation the able and energetic efforts of Mr. Frank Dowd, Chief Clerk of the Works (Massachusetts Division of Building Construction) and Mr. Harry S. Hugill, Construction Engineer for the University to insure proper control of the construction work. Without the tireless supervision of the construction by Mr. Dowd the Library would not have reached its present satisfactory and pleasing form.

For the meticulous and exacting study of details, especially in the course of the bookstack construction and in the final decisions on decor, credit is largely due to Mr. Benton L. Hatch, Associate Librarian, who spent many hours with the supervising architect, Mr. W. Phillips Graves.

Throughout the year both the Librarian and Associate Librarian were in continual conferences with University Administration and with the architects on every phase of the library construction.

Interviews with manufacturers and suppliers of equipment were carried on by the Librarian in preparation for the drawing of specifications for purchase orders. Approximately three months of continuous work during February, March, and April were necessary before adequate details could be gathered and proper comparisons made.

As a result of the labors of many individuals, the Librarian can report that a satisfactory conclusion to all efforts is within sight: a spacious, functional and beautiful library building.

Problems needing immediate attention.

A library staff increased by 29 positions in proper classifications to provide for a professional library staff of 20 and a clerical staff of 9.

- a.) Consideration of professional status for the Library

- Reference Assistant position if classification of Cataloger (U of M) is not forthcoming.

Analysis of the departmental library problem and administrative policy concerning the disposition of the departmental library.

- a.) Divisional libraries. Properly staffed working libraries in related subject areas. Will require professional staff.
- b.) Libraries in buildings set up on basis of subject areas housed in the same building.

Recommended
by
Librarian

Once a discipline is housed in a given building, transfer of collections from building to building except en bloc to be discouraged. Library cannot continue to "play house" in a rapidly changing educational program.

Alternate

- c.) Continue 38 departmental collections as they are.

Unwise

In general, the present system satisfies no one except the few who want private collections within reach and the lazy (intellectually and physically).

- d.) Professional positions for librarians in libraries outside the University Library building. Can the Administration face this? If not, then it would be best to centralize with a few minor exceptions.

Library book funds to meet the demands for greater library resources. University Administration to give this a greater concentration of effort.

University Administration to spend more time on making businesslike analysis of procedures for fiscal, business, and housekeeping details.

- a.) Petty cash payments and foreign invoices for library books.
- b.) Removal of public bid for periodical subscriptions. (This is a farce.)
- c.) Better personnel work: a modus operandi which allows creation of a few 1956 Chap.556 positions when competent people are found.

If these problems could be discussed and an attempt made to resolve them, it

ould be more nearly possible to establish a well operating organization.

Respectfully Submitted

Hugh Montgomery
Hugh Montgomery
Librarian



Appendix 4

UNIVERSITY OF MASSACHUSETTS
LIBRARY

Annual Summary of
Acquisitions and Cataloging Statistics

July 1, 1958 - June 30, 1959

Books Cataloged by Dewey Classification Groups		Books Discarded	
Dewey Classification	No. of Vols. Added		No. of Vols.
General	000	255	10
Philosophy	100	218	19
Religion	200	79	1
Social Sciences	300	1120	51
Languages	400	35	--
Science	500	822	10
Useful Arts	600 (except 630-9)	798	20
Agriculture	630-9	142	24
Fine Arts	700	233	3
Literature	800	442	43
Travel	910-919	61	--
Biography	920-29	118	--
History	900's	345	18
Microfilm		1210	44
		<u>45</u>	<u>--</u>
Total		5923	243

Total Volumes Processed	5923
Total Volumes Withdrawn	<u>243</u>
Net total added	5680

Total Volumes in Library System	220,121
---------------------------------	---------

Devens Books Recataloged	2
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Replacements	39
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Total Purchased Books	3621
Serials	<u>1751</u>
	5372

Total Gifts	
Books	335
Serials	<u>216</u>
	551



UNIVERSITY OF MASSACHUSETTS
LIBRARY

Annual Summary of
Circulation Statistics

July 1, 1958 - June 30, 1959

Total Circulation	33,100
Number of days library was open	317
Average circulation per day	104.4

Circulation by Dewey classification

000 General Works	266
100 Philosophy	808
200 Religion	495
300 Social Sciences	4,560
400 Linguistics	203
500 Pure Science	911
600-629, 640-699 Applied Science	1,160
630-639 Agriculture	317
700 Arts and Recreation	805
800 Literature	7,899
900-909, 930-999 History	2,206
910-919 Geography and Travel	431
920-929 Biography	958
Overnight reserve books	12,080

Largest circulation by classification

800 Literature	7,899
300 Social Sciences	4,560
900-909, 930-999 History	2,206
600-629, 640-699 Applied Science	1,160

Three months having largest circulation

April	4,712
March	3,993
May	3,895



UNIVERSITY OF MASSACHUSETTS
LIBRARY

Interlibrary Loan Statistics
1958/59

Books borrowed by University Library by month.

Month	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
West	3	1	4	14	11	16	14	27	36	45	10	25	205
East			4		1	1		5	2	2	5	8	23
North	2		2	5	1	2		8	6	11	5	10	52
South											4		4
Holyoke	2	2		4		3	4	19	19	24	16	9	102
Other	6	4	3	11	14	9	7	21	47	22	32	25	231
Libraries	34	14	31	51	31	27	38	42	89	59	45	28	491
Total	47	21	44	85	60	58	69	122	159	163	117	105	1,084

Books loaned by University Library by month.

Month	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
West	1	2	1	4	1	4	11	14	5	3	2	1	42
Holyoke		1	1	8		3	3		1	1		2	20
North		2		1	5	4	14	6	11	12	6		61
South									5		3		8
Libraries	11	15	14	15	12	25	16	20	31	16	21	12	207
Total	12	20	16	28	18	36	44	39	53	32	32	15	345

In 1957-1958 the University loaned 239 books
 In 1958-1959 the University loaned 345 books

44% increase in number of loans 1958-1959.



UNIVERSITY OF MASSACHUSETTS
LIBRARY

INTRRLIBRARY LOAN STATISTICS
1958/59

Books borrowed by University Library by type of borrower.

<u>Lending Library</u>	<u>Undergraduates</u>	<u>Graduate Students</u>	<u>Faculty</u>	<u>Total</u>
Amherst	93	19	94	206
Northampton	5	5	18	28
UPLC	3	5	44	52
Ware	4			4
Westfield State	29	12	61	102
Worcester	76	37	88	201
Others	<u>27</u>	<u>73</u>	<u>291</u>	<u>491</u>
Totals	237	151	696	1,084

Comparative Statistics

	<u>Books Borrowed</u>	<u>Books Loaned</u>
1957-1958	630	239
1958-1959	1,084	345
Percent of Increase	72%	44%



In-building use

First Semester
September 10, 1958 - January 20, 1959

Time	Total Hourly Circulation	Hourly Average	Days
8-9 a.m.	1,284	13.2	97
9-10 a.m.	2,170	22.5	97
10-11 a.m.	2,085	21.5	97
11-12 a.m.	1,219	12.6	97
12-1 p.m.	1,514	15.6	97
1-2 p.m.	2,196	27.1	81
2-3 p.m.	3,209	33.1	97
3-4 p.m.	2,514	25.9	97
4-5 p.m.	1,415	14.6	97
5-6 p.m.	618	6.4	96
6-7 p.m.	2,293	23.9	96
7-8 p.m.	3,244	33.8	96
8-9 p.m.	2,327	24.2	96
9-10 p.m.	490	5.1	96

Total Reserve Books circulated for in-building use: 26,578
 Average per day: 274
 Total circulated for overnight use outside library 4,787
 Average per night: 49.9

Total Reserve Book Circulation
 In-building use 68,122
 Outside building use 10,386
 Total 78,508

In-building use

Second Semester
January 29 - June 1, 1959

Time	Total Hourly Circulation	Hourly Average	Days
8-9 a.m.	1,348	13.2	102
9-10 a.m.	2,411	23.6	102
10-11 a.m.	2,509	24.6	102
11-12 a.m.	1,788	17.5	102
12-1 p.m.	2,106	20.7	102
1-2 p.m.	2,830	27.8	102
2-3 p.m.	3,783	32.3	110
3-4 p.m.	2,870	24.5	117
4-5 p.m.	1,735	16.2	107
5-6 p.m.	843	8.9	95
6-7 p.m.	2,630	27.7	95
7-8 p.m.	3,334	35.1	95
8-9 p.m.	2,308	24.3	95
9-10 p.m.	663	7.0	95

Total Reserve Books circulated for in-building use 31,111
 Average per day: 305.5
 Total circulated for overnight use outside library 5,559
 Average per night: 58.9



Reserve Book Circulation

Summer School

June 23 - August 30, 1958

First Session

June 23 - July 26, 1958

Time	Total Hourly Circulation	Hourly Average	Days	Time	Total Hourly Circulation	Hourly Average	Days
8-9 a.m.	57	2.3	25	8-9 a.m.	46	1.9	24
9-10 a.m.	202	8.1	25	9-10 a.m.	243	10.1	24
10-11 a.m.	173	6.9	25	10-11 a.m.	194	7.7	24
11-12 a.m.	143	5.7	25	11-12 a.m.	146	6.1	24
12-1 p.m.	100	7.0	25	12-1 p.m.	74	3.1	24
1-2 p.m.	142	5.7	25	1-2 p.m.	104	4.3	24
2-3 p.m.	108	4.3	25	2-3 p.m.	156	4.4	24
3-4 p.m.	68	2.7	25	3-4 p.m.	70	2.9	24
4-5 p.m.	11	.4	25	4-5 p.m.	11	.5	24

Second Session

July 28 - August 30, 1958

Total: 1004
Average per day: 40.2

Total: 984
Average per day: 41

Total Reserve Book Circulation for Summer School Sessions

1,988



UNIVERSITY OF MASSACHUSETTS
LIBRARY

READER USE STATISTICS

First Semester
September 8, 1958 - January 20, 1959

Mon.-Fri.	Total Number	Average Per Day	Days
9:30	5,996	72.24	83
3:00	8,782	105.81	83
7:15	11,934	142.17	80
8:45	14,164	177.66	80
Sun., Holidays			
4:00	2,597	16.23	16
8:45	2,816	17.60	16
Saturdays			
10:00	690	43.13	16
2:00	305	152.50	2
4:00	187	93.50	2

Second Semester
January 29 - June 3, 1959

Mon.-Fri.	Total Number	Average Per Day	Days
9:30	6,464	78.83	82
3:00	8,904	108.59	82
7:15	12,919	155.53	79
8:45	15,079	190.87	79
Sun., Holidays			
4:00	2,490	146.47	17
8:45	2,656	156.24	17
Saturdays			
10:00	911	53.59	17
2:00	1,253	78.31	16
4:00	874	54.63	16

NOTE:
No count of readers maintained during University vacations.
Summer School, 1958, is recorded in Appendix C-1.



UNIVERSITY OF MASSACHUSETTS
LIBRARY

READER USE STATISTICS

Summer School

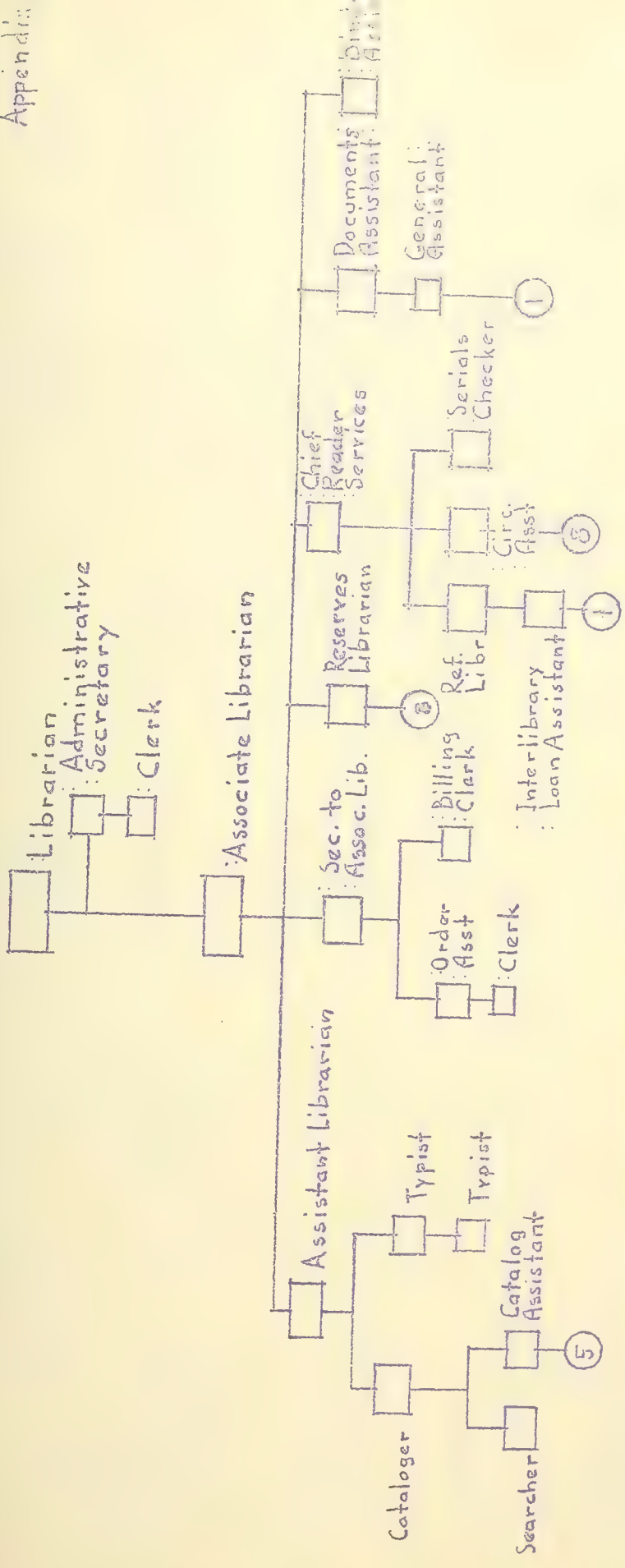
First Session: June 23, 1958 - July 26, 1958

Second Session: July 28, 1958 - August 30, 1958

Sessions	9:30 a.m.	3:00 p.m.
June 23 - July 26		
Total Number	437	376
Average Per Day	18.21	15.67
Days Open	24	24
July 28 - August 30		
Total Number	474	301
Average Per day	18.96	12.04
Days Open	25	25



University of Massachusetts
Library
Organization Chart
1958-59



NOTE: JOB TITLES ARE LIBRARY TITLES, NOT STATE CLASSIFICATION TITLES
Total full-time library personnel 23 Janitors, numbering 4, carried under Plant
Operations not shown.

○ = Part-time student assistants
Total number 23



Analysis of Expenditures: 1954/55-1958/59

	1954/55	1955/56	1956/57	1957/58	1958/59
Library Staff	\$46,604.07	\$49,782.59	\$60,292.08	\$81,451.43	\$91,946.87
Student Assistants	<u>5,004.44</u>	<u>5,482.92</u>	<u>5,462.00</u>	<u>5,024.03</u>	<u>4,804.95</u>
Total Salaries	\$51,608.51	\$55,265.51	\$65,754.08	\$86,475.46	\$96,831.82
Books	23,416.08	33,378.00	26,342.00	75,185.00	46,758.53
Periodicals	<u>7,219.22</u>	<u>8,135.00</u>	<u>8,228.00</u>	<u>10,590.00</u>	<u>12,871.47</u>
Total books & periodicals	\$30,635.30	\$41,513.00	\$34,570.00	\$85,775.00	\$58,630.00
Binding	1,467.02	9,205.00	1,127.00	5,765.65	4,819.60
Miscellaneous	<u>4,505.73</u>	<u>5,269.00</u>	<u>3,687.60</u>	<u>4,074.97</u>	<u>2,485.06</u>
Total operating expenditure	\$86,749.54	\$111,246.65	\$105,138.68	\$182,091.08	\$163,566.48
Library expenditure per student	\$ 21.20	\$ 25.63	\$ 23.28	\$ 38.00	\$ 31.50
Ratio: Library to total University expenditure	1.42%	1.50%	1.62%	2.68%	1.96%



ANNUAL REPORT

Bureau of Government Research
University of Massachusetts

I. TOTAL APPROPRIATIONS (excluding 01 and 02, personal services)

<u>1957-58</u>	<u>1958-59</u>	<u>1959-60</u>
\$3,950.00	\$2,875.00	\$5,125.00

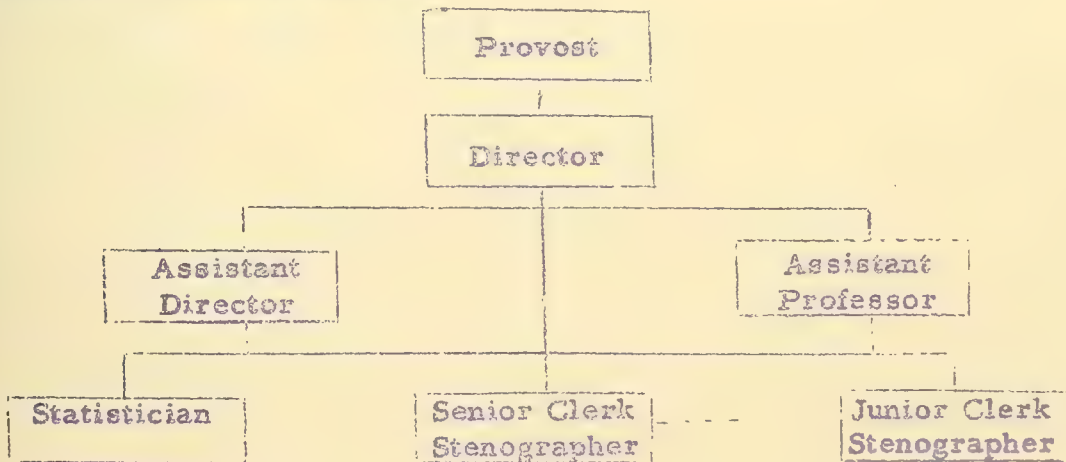
II. PERSONNEL

	Director	Ass't. Director	Ass't. Prof. "A"	Statist- tician	Senior Clerk & Stenog.	Junior Clerk & Steno.
1957-58	1	1	1	1	1	
1958-59	1	1	1	1	1	1
1959-60	1	1	1	1	1	1

Present Staff:

William G. O'Hare, Jr., Director
 Gerald J. Grady, Assistant Director
 Edwin A. Gere, Jr., Assistant Professor
 Edward T. Dowling, Statistician
 Hazel J. Tilton, Senior Clerk and Stenographer
 Carole A. Peetz, Junior Clerk and Stenographer

III. ORGANIZATIONAL CHART



Solid Line--Immediate Supervision
 Broken Line--Intermediate Supervision



IV. CLIENTELE

In addition to the staff members holding part-time positions within the University's Department of Government, the Bureau is receiving an ever-growing group of service organizations, associations of public officers, and governmental units. This is best illustrated by Part VI of this report. (Classes referred to above include Government 13, Government 51, and Government 75.)

On the basis of mounting letters and telephone inquiries for partici-
pations and specialized information, combined with requests for repre-
sentation at meetings and conferences, there is every reason to believe
that the Bureau is accomplishing the purposes for which it was estab-
lished.

V. PUBLICATIONS

Major

Permissive Legislation for Municipalities in Massachusetts
Massachusetts Town Engineer's, 1955
Proceedings of the Third Annual School for Massachusetts Elementary
Handbook for Massachusetts Municipal Planning Boards

Minor

"Retirement: Think Before You Jump," Air Force
"Local Government Problems: Ask Your University," American
City
Laboratory Schools Survey
Financial Benefits of a Laboratory School
A Labor Research Bureau
State University-Community Relations
"Some Local Governmental Problems," The Massachusetts
Selectman (accepted for publication)
"The State and Local Government" (special report for Governor's
Research Director)
"The State, the Counties, and the Municipalities," The Massachusetts
Teacher (accepted for publication)
Bulletin, monthly publication of the Bureau
Know Your Town Government
"Personnel Administration in Cities and Towns," Massachusetts
Municipal Manual, 1959
"Garbage and Rubbish Disposal Practices in Massachusetts Towns
Over 5,000 Population," Massachusetts Municipal Manual, 1959
Special Study of Education and Welfare Costs in 90 Selected Munic-
ipalities (for Massachusetts Mayors' Association)



In Progress

Emergency Financial Aids
Handbook for Massachusetts Municipal Clerks
Town Government in Massachusetts
University of Massachusetts Municipal Practices Annual Conference
Proceedings of Revenue Conference

VI. SPECIAL PROJECTS

Conferences Conducted

Twelfth Governor's Conference on State Government, Local Authorities--
2 days
American Society for Public Administration, Western Massachusetts
Chapter--3 evening meetings
Fourth Annual Assessors' School--3 days
Annual Conference for Massachusetts City and Town Managers--
1 day
Annual Conference for Massachusetts Municipal Personnel--
1 day
Annual Conference for City Councils and Aldermen--1 day
Seminars for Selectmen--6 evenings
Seminars for School Committees--6 evenings
Massachusetts Research Conference--1 day

Conferences and Meetings Attended

Massachusetts City and Town Managers Association--monthly
Massachusetts Mayors' Association--monthly
Massachusetts City Solicitors and Town Councils Association
Planning Conference, Mt. Holyoke College
American Society for Public Administration--annual meeting--
Washington, D. C.
The American Assembly--Tufts University
Massachusetts Public Welfare Association
Massachusetts Federation of Planning Boards--semi-annual and
annual meetings
Northeastern Association of Assessing Officials--Boston
Massachusetts Association of Town Finance Committees--Cape Cod
Division--Hyannis
Massachusetts Catholic Order of Foresters--Swampscott
Symposium on the Legislative Process--Boston
Massachusetts Selectmen's Association--annual meeting--Boston
Massachusetts School Committees Association--annual meeting--
Boston
Massachusetts Town Clerks Association--semi-annual and annual
meetings--West Barnfield and Great Barrington
New England Tax Officials Association--annual meeting--Whitefield,
N. H.



Massachusetts Municipal Personnel Boards Association--annual
meeting--Framingham
National Conference on Government--Springfield
Connecticut Finance Officers Association--Storrs, Connecticut

Principal Speaking Engagements

Home Demonstration Leaders, Walpole
Mayors' Association, Boston
Massachusetts Public Welfare Association, Amherst
"Massachusetts Taxation"--TV program--Channel 40
Leverett Men's Club, Leverett
World War I Veterans' Association, Northampton
Massachusetts Finance Committees Association, Cape Cod
Division, Hyannis
Falmouth Taxpayers' Association, Falmouth
Yarmouth Civic Association, Yarmouth
Massachusetts Town Clerks' Association, West Harwich and
Great Barrington
Massachusetts Selectmen's Association, annual meeting, Boston
Worcester County Municipal Clerks' Association, Worcester
Northampton Democratic City Committee, Northampton
NCO Academy, Westover Air Force Base
Northampton Taxpayers' Association, Northampton
Rotary, Amherst
Seminar for Worcester County Selectmen, Clark University,
Worcester
Rotary, Northampton
Chicopee Taxpayers' Association, Chicopee
Florence PTA, Northampton
LWV, Concord
LWV, Springfield

Foreign Visitors Programs

Rev. Jorge Camargo, S. J., Argentine--3 days
Shinsaku Koshio, Japan--3 days
Libyan Administrators (5), Libya--3 days
Christian Muracciole, France--1 day
M. Chinnis, India--2 days

Unclassified

Massachusetts Town Report Contest
New England Municipal Report Contest--established in cooperation
with the several New England state universities and the New
England Council
Ludlow Personnel Board--consultation
Greenfield Personnel Board--consultation



City of Northampton - consultation
 Governor's Conference on Higher Education - committee membership
 Governor's Conference of Government Heads - committee membership
 Nursing Profession Survey - consultation
 Providence Journal - consultation and representative regarding a
 Bureau of Government Research at the University of Rhode
 Island (has been since established)
 LWV - Amherst - author of advice for local government pamphlet

VII. THE FUTURE

Since its establishment four years ago, the Bureau of Government Research has been accorded substantial recognition by the civic minded people of the Commonwealth, and continued growth is foreseen.

It is expected that the Bureau will launch an in-service training program for municipal supervisors in the near future, and that its seminar series will be expanded to include municipal officials in planning, accounting, and personnel work during 1960. In all likelihood, it will also be called upon to organize and conduct additional conferences for associations of public officers.

We also anticipate additional requests for the expansion of our handbook series, and for the establishment of a new general government series. These items, plus undoubted requests for additional special topic studies, larger numbers of speaking engagements, and increased consultative functions may, within a two year period, necessitate increases in the staff.

The more important equipment needs of the Bureau will be new office furniture, as that now in use approaches antiquity.

STUDENT UNION

1959

ANNUAL REPORT

C O N T E N T S

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1882

The first part of the year was spent in the
 study of the history of the country and
 the progress of the various branches of
 science and literature. The second part
 was devoted to the study of the
 principles of the various sciences and
 the progress of the various branches of
 science and literature. The third part
 was devoted to the study of the
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 science and literature. The tenth part
 was devoted to the study of the
 principles of the various sciences and
 the progress of the various branches of
 science and literature.

DIRECTOR'S REPORT

Expansion before complete saturation. This will be the major project during the coming year. During the past year the use of the Union building continued to rise at a rapid rate. All revenue areas showed a percentage increase in traffic and gross receipts. The R.S.O. continues to increase in service and consequently in traffic and use of building facilities. The request for meeting space from student and campus organizations often results in a full house with many groups being assigned to classroom buildings. Certainly the acceptance of the Union as a center of activities is being realized.

With the advent of the Office of Student Activities and the inclusion of Union programming in this area, the possibility of total campus activities should receive a "shot in the arm". The possibility of closer advisor-organization working relationship, can be of real value to the campus.

PERSONNEL

Since the opening of the Union Building on February 1, 1957, there have been a number of changes in the staff personnel of the Union involving additional services provided to the University campus.

On July 1, 1958, the President authorized the establishment of the position of Conference Coordinator to be added to the Student Union staff. This position was authorized to handle, in addition to conferences, non-academic scheduling of University facilities, Student Union facilities scheduling and campus calendaring.

A committee consisting of Dr. Denzel Hankinson, Herbert Randolph, Lawrence Taylor and the Union Director, recommended the appointment of Mr. Harold Durgin for this position. Mr. Durgin had attended Boston University with several year's experience in Hotel Administration and currently was serving as Manager of Bowle's Restaurant in Springfield, Massachusetts. For the first time the University campus had one individual that was responsible for the knowledge of all non-academic activities taking place on the University campus.

On August 1, 1958, after 40 year's service, Prof. Lawrence Dickinson retired as the R.S.O. Financial Advisor. Since the University Administration was not able to provide an individual to assume this responsibility, Mr. Edward A. Buck, Student Union Executive Assistant Director, agreed to serve in a dual capacity for the 1958-59 school year.

On July 1, 1958, Mr. Michael Laine, a graduate of the University of New Mexico, assumed the position of Program Advisor for the Student Union. Mr. Laine assumed the position previously held by Miss Marilyn Gross who resigned to become Mrs. Michael Curran.

The first part of the report deals with the general conditions of the country and the progress of the various branches of industry and commerce. It is followed by a detailed account of the different departments of the State and the measures taken to improve their administration. The report concludes with a summary of the results achieved during the year and a forecast for the future.

The second part of the report contains a detailed account of the different departments of the State and the measures taken to improve their administration. It is followed by a summary of the results achieved during the year and a forecast for the future. The report concludes with a summary of the results achieved during the year and a forecast for the future.

The third part of the report contains a detailed account of the different departments of the State and the measures taken to improve their administration. It is followed by a summary of the results achieved during the year and a forecast for the future. The report concludes with a summary of the results achieved during the year and a forecast for the future.

With the rise in volume of book sales in the University Store, it was deemed desirable to have a college graduate in charge of the text book department. In April 1959, this recommendation was made to the University President and was approved. This appointment is anticipated in time for the fall book rush.

As a result of the President's action in authorizing the position of Assistant Director - Student Activities (see Student Activities below), the position of Assistant Director - Student Union will be vacant. This position will be filled and will carry the responsibility of the revenue areas, maintenance, night supervision and business office.

OFFICE - STUDENT ACTIVITIES

In March 1959, President Mather authorized the establishment of the office of Student Activities by adding Coordinator - Student Activities to the Director of the Union's title and establishing the new position of Assistant Director - Student Activities. This new organization to be effective July 1, 1959.

In ordering this new position, the President indicated that this would be an opportunity to coordinate the interests of many student activities into the best interest of the campus. That the Assistant Director - Student Activities will not have the authority to dictate to organizations as to their finances or program but can furnish much needed assistance in guidance, procedures, and information. It will furnish an excellent opportunity to help orientate advisors so they may be of more assistance to their organizations. It is to be understood that this office cannot become advisor or financial manager to all organizations.

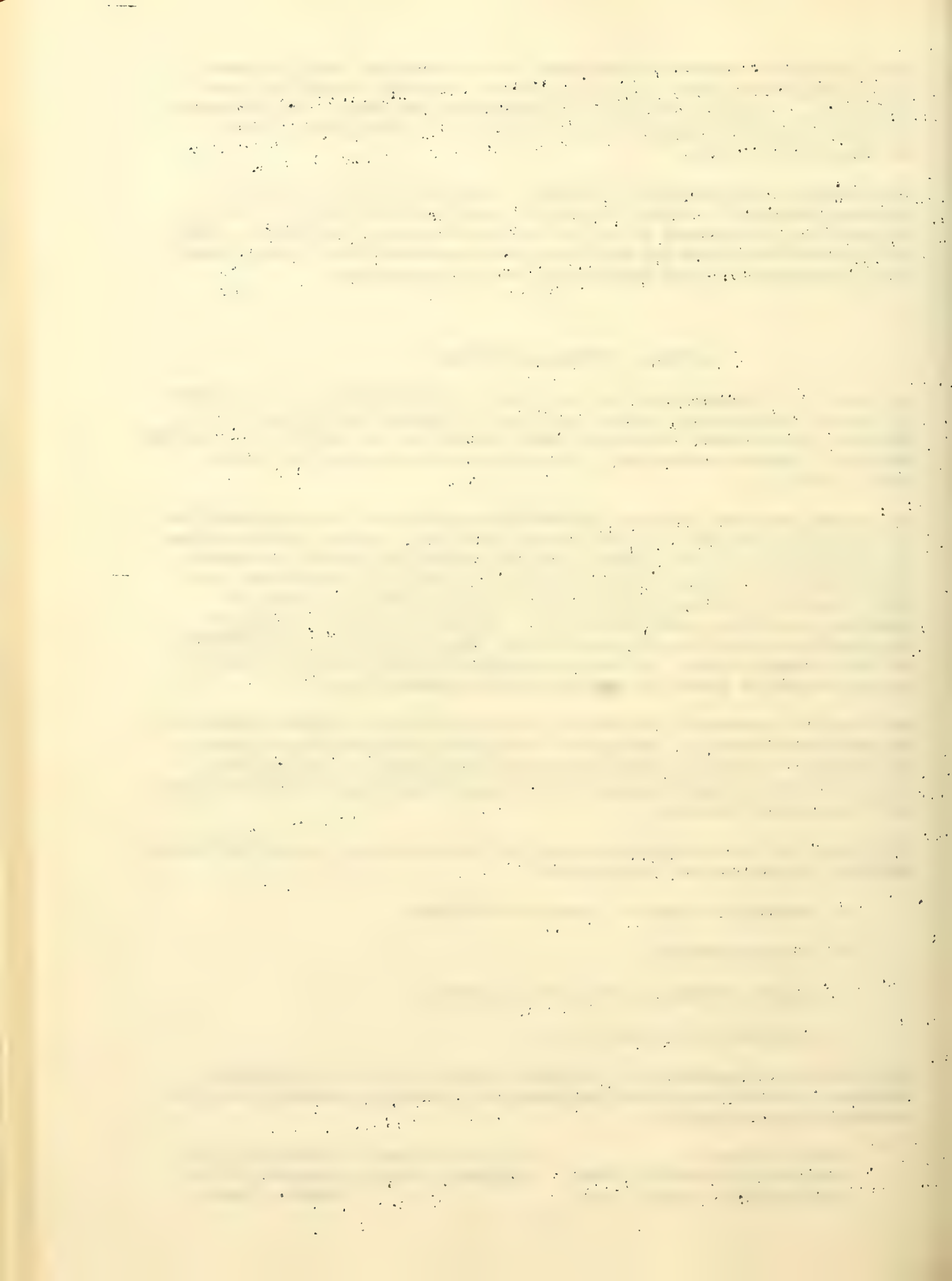
For the best interest of the campus, the Student Union Program Advisor and Program Council will be responsible to the Assistant Director - Student Activities. This will provide additional assistance in personnel and provide additional opportunity to coordinate Union Program activities into the total campus picture.

The Office of Student Activities will be located in what is now the Program Office. It will be staffed with the:

- a. Assistant Director - Student Activities.
- b. Program Advisor.
- c. Junior Accountant for R.S.O. accounts.
- d. Counter and clerical clerk.

A committee was appointed by President Mather to select the Assistant Director - Student Activities and write the initial job description. The committee was composed of:

Provost McCune	Dr. Eliot Allen - Chairman of R.S.O.
Dean Curtis - Dean of Women	William D. Scott - Director of the
Dean Hopkins - Dean of Men	Student Union.



The Committee deliberated on all aspects of the new position and selected Mr. Edward A. Buck - Assistant Director - Student Union to fill the position. Mr. Buck has served the past year as Assistant Director - Student Union and R.S.O. Financial Advisor.

STUDENT UNION FINANCES

The financial picture for the past year was overall a good one. Although the operation (General Fund) budget was tight on capital expenditures, the outcome was good. The revenue areas continue to raise their gross income and with the anticipated increase in enrollment, the budget picture for 1959-60 looks very favorable.

The past two years and again for 1959-60, the Union has absorbed some of the cost for services rendered to the campus (i.e.) calendaring, scheduling, conferences, student activities, R.S.O., lost and found and information. This is a healthy picture of the ability of the Union to be a real service to the University community.

For complete details on Student Union Finances, see Mr. Buck's report on pages 10 & 11.

STUDENT UNION COMMITTEE ON EXPANSION

On April 24, 1959, at the request of the Student Union Board of Governors, the President of the University appointed a committee to look into the physical needs of the Union. Upon completion of the study, this committee will make a recommendation to the Board of Trustees through the President.

In requesting this study, the Union Board pointed out the present use of the Union, the many areas that have already reached the saturation point and what will be faced with the anticipated future student enrollment.

Members of the committee:

William D. Scott	-----	Chairman
Edward A. Buck	-----	Assistant Director
Helen Curtis	-----	Dean of Women
Robert Hopkins	-----	Dean of Men
Harry Hugill	-----	University Construction Engineer.
Maida Riggs	-----	Faculty
Denzel Hankinson	-----	Faculty
Robert Lentilhon	-----	Board of Governors - Faculty
George Richason	-----	Faculty
William Knowlton	-----	Student
Wayne Lynch	-----	Student Union Board of Governors

STUDENT UNION BOARD OF GOVERNORS

This Board continues to set the stage for policy control of the Union. The policies established here are executed by the Student Union Staff. This group acts as the pulse of the University community and many people refer their suggestions, complaints, or criticism to them.

This year the Board met once a month and handled many requests and policy recommendations. Some of the items handled was a recommendation on selling and sampling of commercial items in the Union; a revision of Union custodial charges to encourage more campus organizations to present open programs in the Union; a no-tipping policy that lead to the Conference Board accepting a general campus policy on tipping, approved the Union General Fund budget; establish operating by-laws; approved the use of the Union for graduating seniors of Amherst High School; and requested a committee to study the expansion needs of the Union.

The Board considered the representation of the student body in its make-up and revised its constitution calling for the Vice President of the Sophomore class to replace one of three students from the Program Planning Council. The move allowed the students another elected representative on the Union Board.

The 1958-59 Board membership was:

Chairman -----	Robert Zelis -----	Student Senate
	Michael Donovan -----	Adelphia
	Myrna Saltman -----	Mortar Board
	Carole Bailey -----	V.P. Sophomore Class
1st Semester -----	Alan Lupo -----	S.U. Planning Council
	Robert Murphy -----	S.U. Planning Council
2nd Semester -----	Steve Paulding -----	S.U. Planning Council
	Wayne Lynch -----	S.U. Planning Council
	Robert Lentilhon -----	Faculty
	William Starkweather --	Faculty
	Robert Ames -----	Alumni
Secretary -----	Marjorie Jones	
Ex-officio members -----	William D. Scott -----	Director, Student Union
	Edward A. Buck -----	Ass't. Director - S.U.
	Michael Laine -----	Program Advisor - S.U.

STUDENT UNION PROGRAM

In July 1958, Mr. Michael Laine, University of New Mexico, relieved Miss Marilyn Gross as Program Advisor of the Student Union. Miss Gross resigned for reasons of matrimony.

During the past year the Union Program has had its ups and downs. It had to contend with a new learning situation, a turn-over in student personnel and many student problems and attitudes. This period found a general slackening of interest for adequate planning, participation and competition from long established student organizations for week-end activities.

Some of the committees found ready audiences for their programs and ran good programs. On the other hand, some committees had uncalled for cancellations and inadequate planning. There have been compliments and criticisms of the total program. The two outstanding comments have been

the lack of week-end activities and failure to provide more activities described as educational.

With the inclusion of Union Program under the Office of Student Activities, it is hoped that a clearer picture of responsibility to the campus may be developed.

For details of Union Program, see Mr. Laine's report on Pages 32 - 37.

PUBLIC RELATIONS

One of the functions that is so often overlooked is that of public relations. The Union is ever conscious of its role in serving the University campus and the community. With this in mind, a staff committee on public relations was established in September 1958. This committee, plus the entire Student Union staff, have constantly met the many problems that arise. Some of the actions have been planned, others have grown out of necessity and still others have not received the attention they need. It is still an area that could well receive a very clearly defined course of action anticipating many of the problems that need to be anticipated.

During the past year public relations have been involved with student reactions, the ever present juke box problem, the suggestion box, the request for education programs, the demands against the custodial charges, the relationship of Union services to commercial enterprise, the use of the building for commercial selling and work and the ever present employee-employer relationship.

REVENUE AREAS

The three basic revenue areas of the Union Building are the University Store, Food Service and Games Area. These areas are the backbone of the Student Union service plus providing a much needed revenue for operation. These areas operate long hours for the service of the campus community. They are staffed with competent people and are constantly being evaluated for better service. It can be understood that with the anticipated enrollment and/or percentage of increase of service over the past two years, that the personnel to staff them must continue to grow.

Many compliments have been received for the service of these areas. Naturally, there have been criticisms. These criticisms are faced with the thought of correction or interpretation to the community if they have been misunderstood.

All three areas are having saturation pains and must receive priority consideration in any expansion plans of the Union.

MAINTENANCE

The maintenance of the Student Union employs a plan of major importance in keeping the building as a campus show place and ready for functional operation.

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This maintenance takes the form of:

1. Preventative mechanical and electrical.
2. Floor and general building maintenance.
3. Set-up.

Due to circumstances, this department has never developed into the self-contained unit it should be. Consequently, the Union has leaned heavily on the campus Maintenance Department for repairs, new installation, advice and many small construction jobs. Without this assistance, the Union would have been delayed in many of the services it now provides. A great deal of appreciation goes to the campus maintenance for their cooperation and willingness.

Many compliments have been paid on the cleanliness of the building. The entire Union staff and their employees take great pains in helping keep the building the show place of the campus.

As time begins to take its toll, the Union faces increasingly greater cost in the general maintenance of the building, the cleaning, repair and replacement of furniture, draperies, rugs and equipment.

CONFERENCES, SCHEDULING AND CALENDARING

With the installation of the Conference Coordinator on the Union staff in July 1958, the Union added a great service to the campus community. This office not only caters to conference activities but also provides a clearing house of information on all activities taking place on the University campus. It provides the scheduling facilities for all non-academic activities and the Union Building. It gives a professional touch to a department that can foresee and care for the many events that take place in a college community.

This department has had its growing pains this past year and is working toward streamlining and more efficiently handling the many items concerned. The future of this department is one of tremendous service to a great many people and organizations.

ASSOCIATION OF COLLEGE UNIONS

The Student Union, as a member of the A.C.U., has participated actively in it's services and conferences. The Association has approximately 375 institutions of higher learning in its membership.

The Regional A.C.U. Conference was held at the University of New Hampshire on November 21, 22, 23, 1958. The University of Massachusetts Student Union was represented by the Director, Mr. Ryan, Mr. Dargin, Mr. Hartwell, Mr. Lilly, Mr. Laine and six students. Although this conference is geared to the student level, several staff members attended in order that they might become better acquainted with other Student Union's operation and philosophy.

The National meeting of the A.C.U. was held in Miami, Florida on April 5, 6, 7, & 8, 1959. The Union was represented by the Director and Mr. Buck. Mr. Buck participated in a panel session on "Cost accounting for Student Union Food Service." The Director acted as a jury member for three sessions of "Training aids for Volunteer students."

During the year the A.C.U. Employment Service was used for applicants to the position of Program Advisor, Conference Coordinator and Assistant Director - Student Activities.

For 1958-59, the Director will serve the A.C.U. as National Bridge Chairman.

RECOGNIZED STUDENT ORGANIZATIONS

Of the services emanating from the Union Building, the R.S.O. continues to be one of the busiest. Under the direction of Mr. Edward A. Buck, this organization has made tremendous strides in developing sound procedures for the handling of student financial problems. Through persistent efforts, many problems were brought into the open and made into workable situations. Certainly the many student organizations are better off from the advise encountered and procedures that have gone on in their behalf.

With this activity in mind and the possibility of future assistance in the realm of extra-curricular activities, President Mather has seen fit to authorize the Office of Student Activities. It is with a great deal of confidence that we are looking forward to this function in the years to come.

THE FUTURE

After listening to the many comments from returning Alumni and visitors, it would be hard to anticipate the University campus without the Student Union. The future for this activity looks exceedingly bright. The use by the University campus has been beyond the wildest imagination. To evidence its place on campus and its need for the future, the President has taken steps to study future plans for expansion. With this in mind, the Student Union staff will continue to dream of ways and means to provide still more services to a great and growing University.

THE UNITED STATES OF AMERICA
DO hereby certify that the following is a true and correct copy of the original as the same appears on file in the office of the Secretary of State.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the said Department at Washington, this _____ day of _____, 19____.

Secretary of State

DECLARATION OF INDEPENDENCE

When in the course of human events it becomes necessary for one people to dissolve the political bands which have connected them with another, and to assume among the powers of the earth, the separate and equal station to which the laws of Nature and of Nature's God entitle them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to the separation.

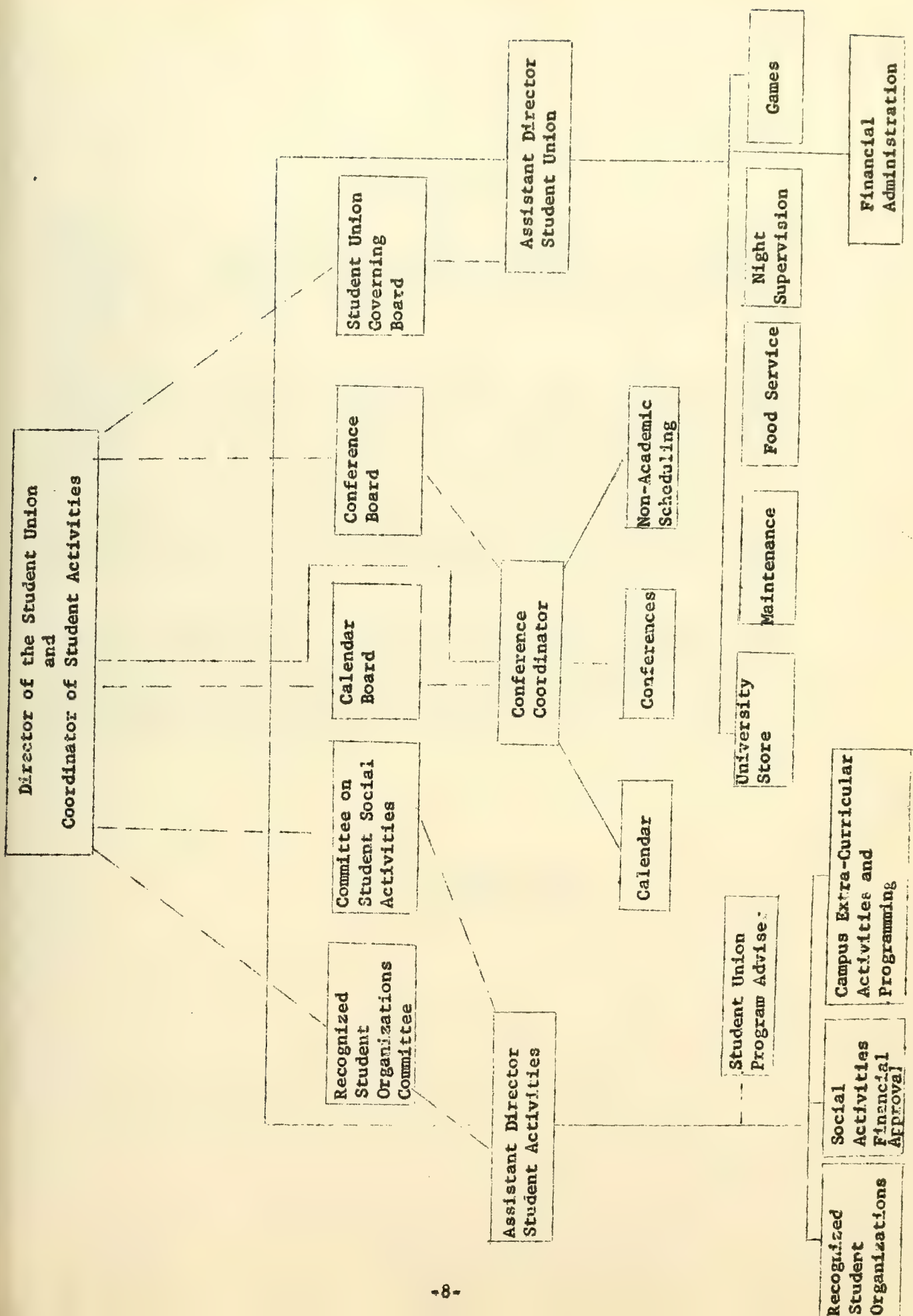
We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty and the pursuit of Happiness. — That to secure these rights, Governments are instituted among Men, deriving their just powers from the consent of the governed, — That whenever any Form of Government becomes destructive of these ends, it is the Right of the People to alter or to abolish it, and to institute new Government, laying its foundation on such principles and organizing its powers in such form, as to them shall seem most likely to promote their Safety and Happiness.

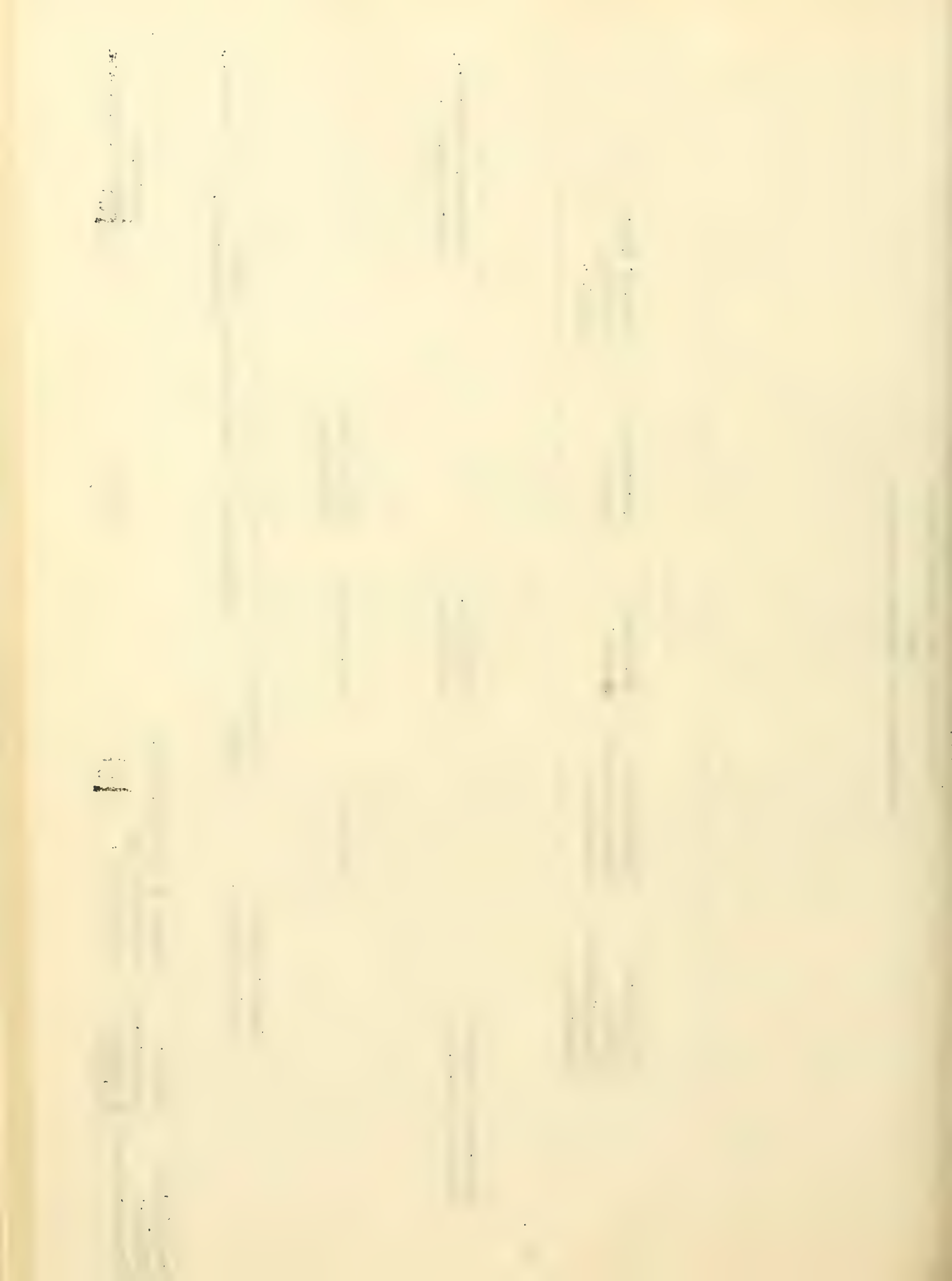
ARTICLE I

SECTION 1. All legislative Powers herein granted shall be vested in a Congress of the United States, which shall consist of a Senate and House of Representatives.

SECTION 2. The House of Representatives shall be composed of Members chosen every second Year by the People of the several States, and the Electors in each State shall have the Qualifications requisite for Electors of the most numerous Branch of the State Legislature.

SECTION 3. The Senate of the United States shall be composed of two Senators from each State, chosen by the Legislature thereof, for a Term of six Years; and each Senator shall have the Qualifications requisite for Senators of the most numerous Branch of the State Legislature.





FINANCIAL OPERATIONS

Following a year of revisions to adjust to a larger than anticipated volume in our operations, 1958-59 has been one of consolidation and refinement. Correlation of the budget with accounting in our various spheres of operation has provided timely information about our progress through the year.

The University Store has continued to expand and, of necessity, certain new procedures have been introduced in stock inventory control. More realistic costs of the conference program have been recorded during the first full year under the coordinator. The exploratory budget for this operation proved quite effective in spite of the difficulty in planning a volume. A new cost center is in the making with plans taking shape for the Student Activities Office. This will bring income and expenditures of R.S.O., Union Program and certain other extra-curricular service functions together under an Assistant Director for control purposes. Games area and Food Service both show good gains in volume and net income but no new control changes were required.

Once again the Union funded reserves for replacement of equipment. In spite of increasing costs, no significant new price advances have been necessary since a revision of the catering schedule last fall. A new scale of room charges was put into effect in June that makes some additional concessions for student use but the amount involved does not greatly affect total revenue.

Edward A. Buck
Assistant Director - Student Union

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STUDENT UNION GENERAL FUND

Statement of Income and Expenditures

July 1, 1958* - June 30, 1959

Income

Student Fees, Less Refunds	\$ 101,204.99	
RSO Fees for Clerical Services	5,750.00	
Transfer from University Store	10,000.00	
Transfers from Food Service	40,000.00	
Conference Services	63,320.21	
Games Area	33,886.13	
Rentals & Custodial Fees	3,490.90	
Office Services	1,859.24	
Other Activities	<u>2,738.52</u>	
Total Income for the Year		\$ 262,249.99

Expenditures

Administrative	\$ 36,773.08	
Maintenance	33,509.45	
Games Area	20,079.60	
Program	9,561.15	
Conference Services	60,912.34	
Office Services	2,304.49	
Other Activities	187.66	
Building Rental	<u>80,000.00</u>	
Total Expenditures for the Year		<u>243,327.77</u>

Excess of Income over Expenditures \$ 18,922.22

* Includes period June 26-30, 1958; except for payroll which includes period June 29-30, 1958.

1. The first part of the course will focus on the foundations of philosophy, including the history of philosophy and the major philosophical traditions. We will explore the works of ancient Greek philosophers such as Plato and Aristotle, and the medieval and modern philosophers such as Descartes, Kant, and Hegel.

2. The second part of the course will focus on the philosophy of language and the philosophy of mind. We will explore the works of Wittgenstein, Frege, and Quine, and the works of Descartes, Locke, and Berkeley. We will also explore the philosophy of perception and the philosophy of action.

3. The third part of the course will focus on the philosophy of ethics and the philosophy of politics. We will explore the works of Aristotle, Kant, and Mill, and the works of Rawls and Nozick. We will also explore the philosophy of law and the philosophy of religion.

4. The fourth part of the course will focus on the philosophy of science and the philosophy of mathematics. We will explore the works of Popper, Kuhn, and Lakatos, and the works of Frege and Gödel.

5. The fifth part of the course will focus on the philosophy of art and the philosophy of literature. We will explore the works of Kant and Schopenhauer, and the works of Derrida and Foucault.

STUDENT UNION - GENERAL FUND

Balance Sheet - June 30, 1959

ASSETS

LIABILITIES AND CAPITAL

Cash on Hand	\$ 2,050.00	Accounts Payable	\$ 2,992.52
Cash In Bank	13,994.73	Accrued Salaries	630.26
Cash In Transit	756.68	Restricted Gifts	500.00
Contribution to Student Union Reserve	5,775.44	Free Capital	27,288.67
Accounts Receivable	8,489.80	S.U.Reserve Fund	<u>5,775.44</u>
Equipment	6,290.72	Capital	<u>33,064.11</u>
Less Depreciation	<u>170.48</u>		
	<u>6,120.24</u>		
	\$37,186.89		\$37,186.89
	<u><u> </u></u>		<u><u> </u></u>

Capital Account

Capital Account July 1, 1958	\$14,141.89
Plus excess of Income over Expenditures	<u>18,922.22</u>
Net Worth as of June 30, 1959	\$33,064.11

THE HISTORY OF THE
CITY OF BOSTON

The city of Boston was first settled in 1630 by a group of Puritan settlers from England. They established a colony on the eastern shore of Massachusetts Bay, which was named Boston in honor of the city of Boston in England. The city grew rapidly and became one of the most important centers of commerce and industry in the New England region. In 1780, during the American Revolutionary War, the British evacuated the city and the Continental Army moved in. The city was then the site of the Siege of Boston, which ended in the evacuation of the British from the city. After the war, the city continued to grow and became a major center of industry and commerce. In 1822, the city was incorporated as the City of Boston, and it has since been a major center of industry and commerce in the United States.

The city of Boston has a rich history and a vibrant culture. It is home to many of the most important institutions in the United States, including Harvard University, the Massachusetts Institute of Technology, and the Boston Symphony Orchestra. The city is also known for its many historic landmarks, including the Freedom Trail, the USS Intrepid, and the Boston Tea Party Ship. The city is a major center of industry and commerce, and it has a strong economy. The city is also a major center of education and research, and it has a high quality of life. The city is a beautiful and historic city, and it is a great place to live and visit.

STUDENT UNION RESERVE FUND

Balance Sheet - June 30, 1959

ASSETS

Cash in Bank \$ 8,531.40

Cash In Transit 12,183.64

\$ 20,715.04
=====

RESERVES

Reserve for Equipment Replacements:

Student Union General Fund \$ 5,775.44

Student Union Food Service 11,217.17

S.U. University Store Fund 3,722.43

\$ 20,715.04
=====

1. Introduction

2. Experimental

3. Results

4. Discussion

5. Conclusion

6. References

7. Appendix

8. Acknowledgments

9. Author's address

10. Correspondence

11. Contact information

12. Funding sources

13. Declaration of interest

14. Conflict of interest

15. Author contributions

16. Peer review process

17. Publication details

18. Copyright information

19. Terms and conditions

20. Additional information

R.S.O.
FIFTH ANNUAL FINANCIAL REPORT

Fiscal Year Ending June 30, 1959

The Financial Report for the year 1958-59 marks another sizable step forward in the operations of R.S.O. At the close of this, our fifth year, it is timely to take note of several significant factors in the development of this area of campus life.

R.S.O. got off to a vigorous start, five years ago, after a busy year of policy discussion implemented by a fine set of financial procedure regulations. During the four years of Prof. Lawrence Dickinson's direction as Financial Adviser, most of the growth, that may be noted in Schedule A, came about. In addition to further financial growth during the past year, R.S.O. has experienced a broad new expansion in the activities of its general and sub-committees under the leadership of Dr. Eliot Allen.

Highlights of the financial side of operations this year might be said to include these developments -

- a. A greater acknowledgement of student responsibility for operations became apparent by increased financial support voted in the Senate.
- b. Approval by the President and Board of Trustees was secured to make the revenue from interest-bearing deposits of R.S.O. available for operating expenditures of this office.
- c. We have been able to offer greater assistance to Senate budget activities working with members of the committee and organization treasurers. Consistent understandable forms of presentation do much to simplify the deliberations required in committee and lighten the load of its members.
- d. We have worked with the Social Committee to help shape financial plans for such large events as Winter Carnival, sponsored by the Junior Class and Senior Events which are traditional.
- e. Greater voluntary participation by fraternities and sororities was noted in the use of credit privileges available to them through R.S.O.
- f. An active finance sub-committee presented motions defining procedures in handling organizational supplies, ticket sales by campus groups and contracts with performing artists. This committee, among other subjects covered, initiated discussion on compensation of students, handling of sales of class rings, and other subjects which will be continuing into the coming year.

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Finally, in addition to Prof. Dickinson, who remained available as a valuable resource person, and Dr. Allen who kept us moving ahead at administration level, I want to single out for special acknowledgment Mrs. Elizabeth Versailles, Mrs. Dona Mennella, and Mrs. Barbara Denno who have worked tirelessly and most effectively to interpret policy and effect the many details of business.

Those who helped so much as members of the Finance Committee included at one time or another, Don Adams, Dick Buckley, Mike Donovan, Francine O'Donnell, Sara Rogovin, Art Shaw and Dave Stone.

Edward A. Buck
Financial Adviser

RECOGNIZED STUDENT ORGANIZATIONS
Statement of Receipts, Disbursements and Balances
Year Ending June 30, 1959

Balance 7/1/58:

First National Bank of Amherst	\$ 11,231.04	
Amherst Savings Bank	<u>46,156.96</u>	
Total		\$ 57,388.00

Receipts:

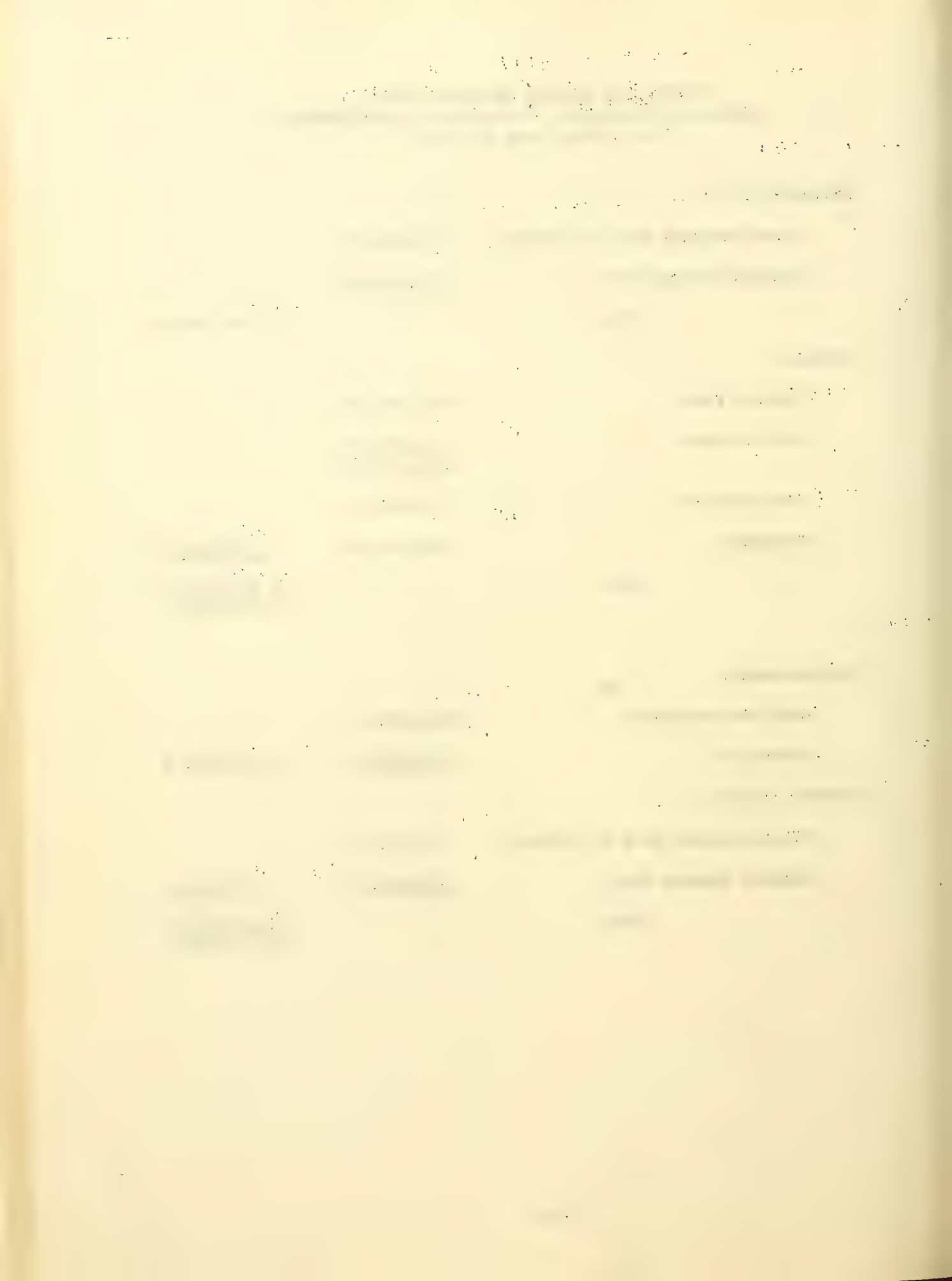
Student Fees	\$109,481.51	
Less Refunds	<u>1,420.83</u>	
	\$108,060.68	
Cash Receipts	97,837.79	
Transfers	124,510.30	<u>330,408.77</u>
Total		<u>\$ 387,796.77</u>

Disbursements

Cash Disbursements	\$205,570.07	
Transfers	<u>124,510.30</u>	\$ 330,080.37

Balance 6/30/59:

First National Bank of Amherst	9,332.15	
Amherst Savings Bank	<u>48,384.25</u>	<u>57,716.40</u>
Total		<u>\$ 387,796.77</u>



FACILITIES USAGE 1958 - 1959

MONTH	STUDENT MEETING NON UNION	UNION PROGRAM AND STAFF MEETINGS	OFFICIAL UNIVERSITY FUNCTIONS AND MEETINGS	CONFERENCE MEETINGS	STUDENT ACTIVITIES		UNION PROGRAM ACTIVITIES	CATERED FOOD FUNCTIONS
					NON UNION	UNION		
July 1958	0	4	10	15	0	5	30	
August 1958	6	31	12	16	6	8	32	
September 1958	144	46	10	17	3	16	58	
October 1958	209	43	3	7	1	10	89	
November 1958	174	59	6	4	2	3	85	
December 1958	132	46	27	12	4	20	63	
January 1959	63	35	20	11	14	27	64	
February 1959	213	46	21	3	6	21	71	
March 1959	182	36	18	3	8	3	88	
April 1959	203	21	21	2	7	14	66	
May 1959	126	8	6	4	0	7	69	
June 1959	<u>6</u>	<u>0</u>	<u>19</u>	<u>16</u>	<u>10</u>	<u>1</u>	<u>36</u>	
TOTALS	1,458	375	173	110	61	135	751	
						GRAND TOTAL	3,063	

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BUILDING TRAFFIC - REVENUE AND SERVICE

CUSTOMER COUNT - 1958 - 1959										Check Handling	
MONTH	FOODS "HATCH"	UNIVERSITY STORE	GAMES	LOBBY COUNTER	BARBER SHOP	POST OFFICE	NO.	AMOUNT			
July	43,623	10,927	5,259	9,204	900	700	632	\$ 49,221.82			
August	23,000	5,000	3,881	2,000	980	823	300	8,000.00			
September	100,341	31,987	18,567	20,046	2,645	1,506	3,120	49,056.20			
October	109,437	26,124	14,044	25,001	3,000	1,475	4,376	57,088.57			
November	86,643	19,537	14,568	18,346	2,940	1,495	3,221	35,427.00			
December	80,784	21,394	15,298	17,956	3,000	1,525	3,011	36,787.37			
January	92,519	20,989	18,702	20,106	2,950	1,530	3,160	43,439.50			
February	115,831	33,844	21,364	25,357	2,945	1,525	5,245	77,696.92			
March	98,915	21,915	15,356	42,593	2,955	1,535	3,994	59,990.84			
April	125,672	27,140	17,777	24,952	3,000	1,540	4,405	57,783.62			
May	132,111	22,760	11,940	22,022	3,150	1,550	4,452	52,055.57			
June	45,054	11,323	8,435	8,376	1,100	650	1,134	27,018.53			
TOTALS	1,053,930	252,940	165,191	235,959	29,565	15,854	37,050	\$553,565.94			

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice to ensure transparency and accountability.

2. The second section outlines the procedures for handling discrepancies between the recorded amounts and the actual cash flow. It suggests a systematic approach to identify the source of the error and correct it promptly to avoid any financial misstatements.

3. The third part of the document provides a detailed breakdown of the monthly budgeting process. It includes a table showing the allocation of funds across various departments and projects, along with a comparison of actual spending against the budgeted amounts.

4. The final section discusses the role of internal audits in ensuring the integrity of the financial data. It highlights the need for regular audits to detect any irregularities and to provide an independent assessment of the company's financial health.

THE UNIVERSITY STORE

The second full year in the Student Union found the University Store ready to provide adequate stocks of books and supplies to meet the increased student enrollment. This is in the tradition of service which has been maintained by the University Store since 1933.

During the September book rush, it was apparent that present quarters were being used beyond capacity. Extra sales area had to be obtained for the two week period. The Table Tennis room was utilized for this purpose. For auxillary storage, the room now used for office of Conference Coordinator, was utilized. With the continued increase in student enrollment, this problem of lack of space is becoming so great that efficiency and service are already suffering. The volume of daily business during the school year is pushing the present space to the limit.

An innovation in December was the Book Fair. With the cooperation of various academic departments, this proved an attraction to the entire University community. A display of prints and frames were included in the exhibit and these proved popular with the student body.

An inventory was taken during the Spring vacation to provide the basis for the use of the retail method of inventory. Problems of this system were worked out in the last quarter of the fiscal year. This requires complete control and security. As far as can be ascertained, security has been accomplished. Proper control means that customers must enter thru one door without parcels and leave thru another by way of cash register check-out. This will be instituted in September 1959.

Augustine J. Ryan
Manager

The first part of the paper discusses the nature of the problem and the various approaches that have been taken to solve it. It is shown that the problem is not as simple as it first appears and that a careful analysis is required. The second part of the paper presents a new solution to the problem, which is based on a different set of assumptions. This solution is shown to be more general and more powerful than the previous ones. The third part of the paper discusses the implications of the new solution and its relationship to other work in the field. It is concluded that the new solution is a significant advance in the understanding of the problem.

The new solution is based on a different set of assumptions, which are more general and more powerful than the previous ones. It is shown that the new solution is more general and more powerful than the previous ones. The implications of the new solution are discussed in the third part of the paper. It is concluded that the new solution is a significant advance in the understanding of the problem.

THE UNIVERSITY OF CHICAGO

PHILOSOPHY DEPARTMENT

CHICAGO, ILLINOIS

STUDENT UNION - UNIVERSITY STORE FUND

Statement of Income and Expense

July 1, 1958* to June 30, 1959

	<u>Books</u>	<u>Supplies</u>	<u>Lobby</u>	<u>Total</u>
Sales	\$227,182.34	\$166,996.07	\$ 46,800.89	\$440,979.30
Cost of Goods Sold:				
Inventory 7/1/58	34,570.85	52,831.48	696.30	88,098.63
Net Purchases	210,608.69	116,739.70	40,552.90	367,901.29
	<hr/>	<hr/>	<hr/>	<hr/>
	245,179.54	169,571.18	41,249.20	455,999.92
Less Inventory 6/30/59	52,078.23	51,794.46	803.70	104,676.39
	<hr/>	<hr/>	<hr/>	<hr/>
Cost of Goods Sold	193,101.31	117,776.72	40,445.50	351,323.53
Gross Profit on Sales	34,081.03	49,219.35	6,355.39	89,655.77
Other Income:				
Used Book Salesmen				8.21
Advertising Products				57.40
Post Office				1,458.33
Miscellaneous Income				59.68
				<hr/>
Gross Profit from Operations				\$ 91,239.39

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY

STUDENT UNION - UNIVERSITY STORE FUND

Statement of Income and Expense

(Continued)

Gross Profit from Operations amount brought forward \$ 91,239.39

Expenses:

Transportation in - General	\$	80.84	
Transportation Out			923.07

Selling Expenses:

Permanent Payroll	\$21,707.56		
Student Payroll	2,768.97		
Supplies	18.13		
Insurance	845.63		
Depreciation	487.87		
Repairs & Maintenance	112.64		
Telephone & Telegraph	312.20		
Advertising	175.30		
Laundry	273.97		
Miscellaneous	<u>1,872.80</u>	28,575.07	

Administrative Expenses:

Permanent Payroll	\$15,646.62		
Student Payroll	616.72		
Insurance	53.00		
Depreciation	158.70		
Repairs & Maintenance	63.30		
Telephone & Telegraph	53.25		
Postage	.30		
Stationery & Printing	132.18		
Travel	248.89		
Miscellaneous	<u>292.08</u>	17,265.04	

Warehouse & Storage Expenses:

Permanent Payroll	\$ 6,771.71		
Student Payroll	710.76		
Depreciation	16.77		
Repairs & Maintenance	<u>46.05</u>	7,545.29	

Lobby Counter Expenses:

Permanent Payroll	\$ 2,684.83		
Student Payroll	2,270.25		
Supplies	15.58		
Repairs & Maintenance	50.00		
Depreciation	71.00		
Miscellaneous	<u>18.59</u>	<u>5,110.25</u>	

Total Expenses 59,499.56

Excess of Income over Expenses \$ 31,739.83

* Includes period June 26-30, 1958; except for payroll which includes period June 29-30, 1958.

THE HISTORY OF THE CITY OF BOSTON FROM 1630 TO 1800

1630	1631	1632	1633	1634	1635	1636	1637	1638	1639	1640	1641	1642	1643	1644	1645	1646	1647	1648	1649	1650	1651	1652	1653	1654	1655	1656	1657	1658	1659	1660	1661	1662	1663	1664	1665	1666	1667	1668	1669	1670	1671	1672	1673	1674	1675	1676	1677	1678	1679	1680	1681	1682	1683	1684	1685	1686	1687	1688	1689	1690	1691	1692	1693	1694	1695	1696	1697	1698	1699	1700	1701	1702	1703	1704	1705	1706	1707	1708	1709	1710	1711	1712	1713	1714	1715	1716	1717	1718	1719	1720	1721	1722	1723	1724	1725	1726	1727	1728	1729	1730	1731	1732	1733	1734	1735	1736	1737	1738	1739	1740	1741	1742	1743	1744	1745	1746	1747	1748	1749	1750	1751	1752	1753	1754	1755	1756	1757	1758	1759	1760	1761	1762	1763	1764	1765	1766	1767	1768	1769	1770	1771	1772	1773	1774	1775	1776	1777	1778	1779	1780	1781	1782	1783	1784	1785	1786	1787	1788	1789	1790	1791	1792	1793	1794	1795	1796	1797	1798	1799	1800
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STUDENT UNION - UNIVERSITY STORE FUND

Balance Sheet - June 30, 1959

ASSETS

LIABILITIES AND CAPITAL

Cash on Hand	\$ 1,000.00	
Cash in Bank	12,343.26	
Cash In Transit	2,314.40	
Contribution to Student Union Reserve	3,722.43	
Accounts Receivable	4,425.75	
Prepaid Books	33.37	
Inventory	104,676.39	
Store Equipment	7,985.96	
Less Depreciation	<u>1,943.74</u>	6,042.22
Office Equipment	3,322.54	
Less Depreciation	<u>443.45</u>	2,879.09
Whse & Storage Eq.	378.84	
Less Depreciation	<u>51.48</u>	327.36

Accounts Payable	\$ 6,135.73
Accrued Wages	348.42
Sales Tax Payable	121.68
Contingencies Reserve	59.25
Free Capital	127,376.76
S.U. Reserve Fund	<u>3,722.43</u>
Capital	131,099.19

\$137,764.27

\$137,764.27

Capital Account

Capital Account July 1, 1958	\$109,359.36
Less Transfer to Student Union General Fund	<u>10,000.00</u>
	99,359.36
Excess of Income over Expenses for the Year	<u>31,739.83</u>
Net Worth as of June 30, 1959	\$131,099.19

PHYSICS 551

1960-61

LECTURE NOTES
BY
RICHARD P. FEYNMAN
AND
ROBERT H. LIPKIN

LECTURE NOTES
BY
RICHARD P. FEYNMAN
AND
ROBERT H. LIPKIN

LECTURE NOTES
BY
RICHARD P. FEYNMAN
AND
ROBERT H. LIPKIN

LECTURE NOTES

LECTURE NOTES
BY
RICHARD P. FEYNMAN
AND
ROBERT H. LIPKIN

LECTURE NOTES
BY
RICHARD P. FEYNMAN
AND
ROBERT H. LIPKIN

FOOD SERVICE

The year 1958-59 showed a decided increase in the demands upon the Foods department. Counter (Hatch) sales increased approximately 18% over the year 1957-58.

A few statistics follow:

Total gross sales for the year ----- \$352,000.86

Weekday average - Hatch sales (school year)\$ 1,180.00

Saturdays (Hatch, school year) ----- \$ 1,450.00

Dinner plates sold on average day ----- 175

Popular items - the hamburger with its consistently high quality continues to be the most popular item along with lemonade or coffee.

Fresh fruit bowls added to a nutritive choice at our counter as did the inexpensive cold plates served daily. A greater choice of a la carte meals under the excellent supervision of Chef Charles Lehane was available - often three and four choices.

It is interesting to note that the Hatch prices have not been increased. For example, one can still buy a three ounce hamburger for only a quarter.

Saturation points of available space in the Hatch have proven a serious problem. It was not uncommon to see a customer with a cup of coffee or a meal walking the floor several minutes before finding a seat. More floor supervision has become necessary. Staggered classes around the noon hour would help this situation.

The purchase of a two compartment stainless steel sink and its re-arrangement along the wall, has made an efficient utilization of space and provided greater ease in the flow of traffic in the kitchen.

Poor ventilation continues to be a serious problem in the bakery, kitchen, and Hatch, especially in the summer. The present exhaust system has been studied and it is hoped that something concrete can be done in the not too distant future.

Catering sales increased about 19% over the preceding year, averaging about \$3200. monthly.

The addition of an electric bun warmer in the Catering Kitchen has added to the service there. The greatest problem in this area is the need for transporting all soiled dishes on an elevator to the downstairs dish machine for washing and their return. A small dish machine in the Catering kitchen would solve this problem.

Faint, illegible text, possibly bleed-through from the reverse side of the page. The text is arranged in several paragraphs and appears to be a formal document or report.

The addition of an Assistant Foods Manager, Mr. George Hartwell, has proven of great value. Mrs. William Harris handled the Catering most capably. In this area we are planning to purchase a printed place mat of school colors with a cut of the Student Union.

There are 27 full time and 35 part time employees in the Foods Department during the school year. The employee merit rating sheet has proven of great value. At the time of rating an employee, a counselling session takes place. This free interchange of communication has been invaluable in helping to understand one's problems and helping to solve them. A very low employee turnover continues to be the rule. Job descriptions have been prepared for all key personnel and eventually everyone will be covered.

During the summer the Food Service hours are arranged to render service to the campus even with a considerable drop in business. We are open from 1:00 p.m. to 5:00 p.m. even on most Sundays. During regular semesters we are open 106 hours per week, seven days a week.

Maintenance of the floors, upholstery, and tables in the Hatch continues to be one of the toughest areas in the Union to cover. Two full time janitors are, however, doing a fine job as are our bussers during the day and evening.

Burning of used paper goods presents a problem. Barrels of trash must be carted from the dishroom, the length of the corridor and across a line of traffic on the ground floor to the incinerator room with its inadequate incinerator.

A plan has been proposed whereby an extended rail will be set up along with a new and convenient relish table so that the customer will be able to pay his tab and without lifting his tray of food, may slide it along to the relish table.

It was a happy occasion when Mr. Charles Lococo, our baker, won a major award for his foods display at the 1959 New England Hotel and Restaurant Culinary Exhibit held at Boston in April. A revolving silver bowl and a personal award cup were presented Mr. Lococo.

Looking to the future with the increased student body the Food Service Department will be handicapped until the Student Union expansion plans materialize, bringing with it the additionally needed space.

Russell W. Colvin
Foods Manager

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

In the second section, the author outlines the various methods used to collect and analyze the data. This includes both primary and secondary data collection techniques. The primary data was gathered through direct observation and interviews, while secondary data was obtained from existing reports and databases.

The third section details the statistical analysis performed on the collected data. Various tests were used to determine the significance of the findings. The results indicate a strong correlation between the variables being studied, suggesting that the observed trends are not merely coincidental.

Finally, the document concludes with a series of recommendations based on the research findings. These suggestions are aimed at improving the efficiency of the processes being analyzed and ensuring that the data remains accurate and reliable for future use.

Dr. J. K. Smith
 Department of Economics
 University of California, Berkeley

STUDENT UNION - FOOD SERVICE FUND

Statement of Income and Expenses

July 1, 1958* to June 30, 1959

Counter Sales	\$311,919.57	
Catering Sales	<u>38,881.34</u>	
Total Sales	350,800.91	
Miscellaneous Operating Income	<u>1,199.95</u>	
Total Income		\$352,000.86

COST OF GOODS SOLD

Inventory 7/1/58	4,267.49	
Food Purchases	<u>161,428.72</u>	
	165,696.21	
Inventory 6/30/59	<u>3,948.93</u>	
Cost of Goods Sold		<u>161,747.28</u>
Gross Profit on Sales		190,253.58

EXPENSE

Salaries - Permanent Payroll	115,059.07	
Salaries - Student Payroll	5,513.80	
Supplies	14,905.86	
Repairs and Maintenance	1,198.68	
Advertising	19.94	
Laundry	4,850.01	
Miscellaneous Expense	62.87	
China and Silver	2,125.70	
Uniforms	33.58	
Heat and Utilities	1,081.23	
Travel and Conventions	253.86	
Depreciation Expense	<u>442.18</u>	
Total Expenses		<u>145,546.73</u>
Excess of Income over Expenses		\$ 44,706.80

* Includes period June 26-30, 1958; except for payroll which includes period June 29-30, 1958.

THE HISTORY OF THE
CITY OF BOSTON
FROM 1630 TO 1800

The history of the city of Boston from 1630 to 1800 is a story of growth, struggle, and triumph. It begins with the arrival of the Puritans in 1630, who sought a place where they could practice their faith freely. They found it in Boston, and over the years, the city grew from a small settlement to a major center of commerce and industry. The city's history is marked by several key events, including the Boston Tea Party in 1773, the Battle of Bunker Hill in 1775, and the American Revolution. The city's role in the Revolution was pivotal, and it emerged as a leading center of the new nation. In the 18th century, Boston was a hub of intellectual and cultural activity, with many of the nation's leading thinkers and writers living and working in the city. The city's history is a testament to the resilience and spirit of its people, and it continues to inspire and educate us today.

STUDENT UNION - FOOD SERVICE FUND

Balance Sheet - June 30, 1959

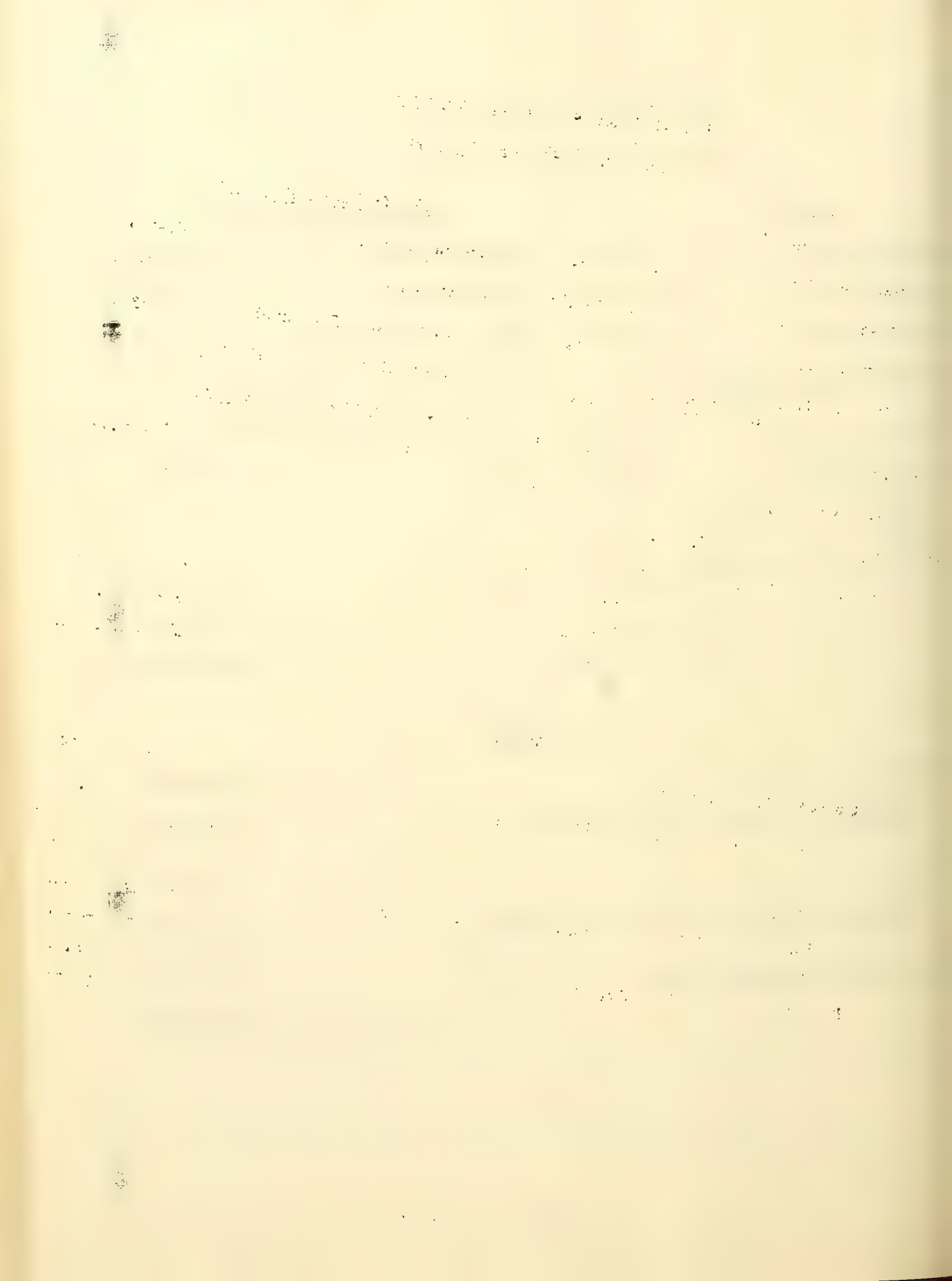
ASSETS

LIABILITIES AND CAPITAL

Cash on Hand	\$ 375.00	Accounts Payable	\$ 9,166.61
Cash in Bank	46,204.81	Accrued Wages	720.38
Cash in Transit	3,081.50	Mass. Old Age Tax Payable	253.45
Contribution to Student Union Reserve	11,217.17	Free Capital	53,001.95
Accounts Receivable	1,887.49	S. U. Reserve Fund	<u>11,217.17</u>
Inventory 6/30/59	3,948.93	Capital	64,219.12
Equipment	8,407.67		
Less Depreciation <u>763.01</u>	7,644.66		
	<hr/>		<hr/>
	\$ 74,359.56		\$ 74,359.56
	<hr/>		<hr/>

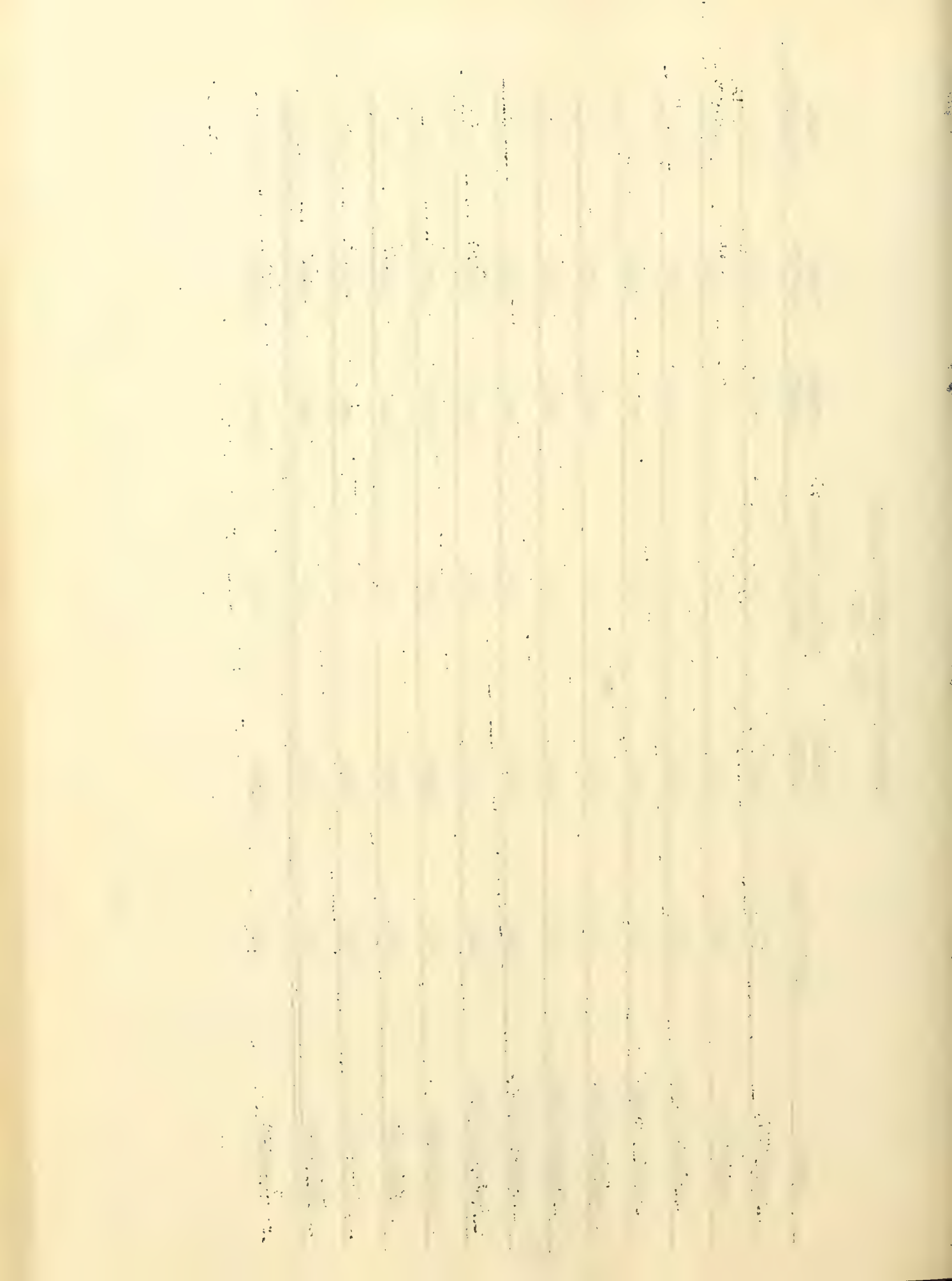
Capital Account

Capital July 1, 1958	\$ 59,512.32
Transfers to Student Union General Fund	40,000.00
	<hr/>
	19,512.32
Excess of Income over Expenses for the year	44,706.80
	<hr/>
Net worth as of June 30, 1959	\$ 64,219.12
	<hr/>



STUDENT UNION CATERING SERVICE
1958 - 1959

MONTH	CATERED MEALS	NUMBER SERVED	COFFEES, TEAS & RECEPTIONS	NUMBER SERVED	TOTAL SERVED	TOTAL FUNCTIONS
JULY 1958	22	1247	8	400	1647	30
AUGUST 1958	30	960	2	75	1035	32
SEPTEMBER 1958	51	1967	7	2120	4087	58
OCTOBER 1958	83	3631	6	240	3871	89
NOVEMBER 1958	75	1710	10	400	2100	85
DECEMBER 1958	46	1226	17	795	2021	63
JANUARY 1959	43	838	21	883	1721	64
FEBRUARY 1959	49	1172	22	590	1762	71
MARCH 1959	61	3200	27	1272	4472	88
APRIL 1959	45	1624	21	1140	2764	66
MAY 1959	53	2064	16	896	2960	69
JUNE 1959	26	2206	10	884	3090	36
TOTALS	584	21,845	167	9,695	31,530	751



CONFERENCE COORDINATOR'S REPORT

The Calendar Office was combined with the Conference Office and set up for business in November of 1958, in the Suffolk room. This move enabled the calendar clerk and her records to be closer associated with the Conference Coordinator whose office had been remote.

The Conference Office schedules through the calendar clerk all non-academic groups, meetings, etc. on the total University Campus. Also, all scheduling in the Union building. Due to the increased influx of groups and students using the Union for meetings, catered meals, conferences, etc., it has become a problem to keep everyone happy with our present facilities. I have suggested that in the evening, two periods for the use of rooms be set-up. For instance 5:30 p.m. to 7:30 p.m. and 8:00 p.m. to 10:30 p.m. This would alleviate the pressure on rooms and give more student's the opportunity of using the Union.

Contracts for Union rooms are typed and made ready for signatures. The work in the calendar division of the Conference Office is done by one clerk and supervised by the Conference Coordinator.

The Conference Calendar Office is a clearing house for all campus activities, and publishes a yearly calendar for all campus personnel. This yearly calendar is established by the Calendar Board that meets weekly to give priority in scheduling activities.

From the records kept by the calendar clerk for scheduling non-academic events held on campus, a weekly campus calendar is obtained. This calendar is approved by the Calendar Board and is distributed with the University Bulletin each Thursday to some 1200 employees, department heads, etc. It has been suggested, and I wholeheartedly approve, of changing this Calendar Board to a committee. This would change the group from one giving advice on operation to making recommendations on policy. This would make it possible for the committee to meet monthly instead of weekly except when scheduling major campus events.

The Conference Coordinator has administered 108 University conferences plus the many meetings of off campus groups since July 7, 1958. This is in addition to various duties assigned to him in the Student Union. There have been changes made in the Conference program. A kit is now available for all registered conferences. This includes a letter of welcome from the President, a map of the campus, name tags, etc. A conference brochure will be off the press soon. New meal tickets to be used at the Dining Commons are now available, plus many other additions.

The Conference Coordinator has spent many hours at four large University campuses, plus corresponding with seven others to obtain information to help in formulating a good conference program. A great deal is yet to be done before the conference program is running smoothly. More time should be spent with the groups that visit our campus and much more time spent on records than have been possible for the Conference Coordinator to do.

The first part of the report deals with the general situation of the country and the progress of the war. It is followed by a detailed account of the military operations in the West, and then a section on the situation in the East. The report concludes with a summary of the results of the war and a forecast for the future.

The second part of the report deals with the economic situation of the country and the progress of the war. It is followed by a detailed account of the military operations in the West, and then a section on the situation in the East. The report concludes with a summary of the results of the war and a forecast for the future.

The third part of the report deals with the political situation of the country and the progress of the war. It is followed by a detailed account of the military operations in the West, and then a section on the situation in the East. The report concludes with a summary of the results of the war and a forecast for the future.

The fourth part of the report deals with the social situation of the country and the progress of the war. It is followed by a detailed account of the military operations in the West, and then a section on the situation in the East. The report concludes with a summary of the results of the war and a forecast for the future.

The fifth part of the report deals with the cultural situation of the country and the progress of the war. It is followed by a detailed account of the military operations in the West, and then a section on the situation in the East. The report concludes with a summary of the results of the war and a forecast for the future.

Many people believe that the calendar clerk is the Coordinator's secretary. It has been our experience that scheduling, posters, calendar, contracts, etc. takes all of her available time.

The Conference Board meets upon the request of the Chairman and is responsible for giving advice on the conference operation. The Conference Coordinator is responsible for the pre-planning, lodging, meals, finances, registration and all details concerning a conference.

Harold C. Durgin
Conference Coordinator

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STUDENT UNION GAMES AREA

The Games area continues to be a popular spot for informal recreation. To indicate the amount of usage, the following statistics are presented.

Bowling - number of lines rolled -----	76,428
Billiards - number of students playing -----	60,466
Table Tennis - number of students playing -----	14,670
Card table games - number of students playing ---	13,035

During the winter, bowling season leagues were booked for the Faculty, Fraternities, Newcomers, Engineering Students and Dormitories. These leagues operated in the evenings, Monday through Thursday. Friday, Saturday and Sunday remained open for informal use.

The Games area cooperated with the Student Union Games and Tournament committee to present bowling, billiards and table tennis tournaments. Approximately 90 students entered the bowling tournament, 60 in the billiards and 50 in the table tennis.

During the year a public address system was installed in the Games area for control and to page students waiting their turn to play. In addition, a speaker was installed in the lobby for building paging. The automatic pin spotters received a thorough going over from factory representatives of Bowl-Mor and the billiard tables were recovered at a cost of \$552.00. The five table tennis tables were resurfaced with three-fourths inch plywood by campus maintenance.

The Lodge continues as a popular television area and commuter students make heavy use of this area during the morning and early afternoon. Students are allowed to play cards, study and eat their bag lunches in this lounge. It is anticipated that this area will be a central card playing room during the next school year. The lounge furniture will be rearranged for television and additional tables and chairs will be purchased for card playing. This will allow the Union to eliminate card playing in the "Hatch" which is already overcrowded during most of the day hours.

In considering expansion plans for the Union, it is desirable to anticipate a doubling of the present facilities. This would increase bowling to 16 alleys, billiards to 16 tables and ping pong to 10 tables. Any expansion would call for a change in the Lodge, service counter, office for Games Manager, work room and employees locker room.

At present the Games are under the direction of a manager and two full time attendants. The maintenance is handled by a full time mechanical handyman. Additional help and supervision is obtained from University students.

Lawrence Truehart
Games Manager

THE HISTORY OF THE

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NIGHT SUPERVISOR'S REPORT

During the late afternoon and evening, the majority of scheduled events and activity within the Student Union occurs. In order to attain maximum effectiveness and success, these activities and events require very close supervision as to correct location of the event, time of meeting, person in charge, conduct, and catering to needs and emergencies when they arise. The Evening Supervisor assumes this responsibility in conjunction with working close with each department and personnel of same and the building itself.

Evening supervision of the Union Building has been staffed by one full time supervisor and a graduate assistant acting as same during week-ends as relief. Two part time technicians (students) for maintenance of the public address system equipment and the operation of movie projectors have been under the supervision of the full time supervisor plus four part-time students for the checking of clothing in the Check Room on special occasions.

Up to the later part of 1958, activity has required a minimum of change in relation to cancellations and re-scheduling. Since the beginning of the fall term, the one big item has been the increasing last minute request for additional space and equipment either by already scheduled groups or new ones. A saturation point has been felt in different areas on numerous occasions resulting from the extra last minute requests.

The physical aspects of the building, in so far as maintenance problems and emergency issues has been at a minimum and should be rightly so for a 2½ year old building. However, and naturally, these problems and issues will increase rapidly through constant usage.

REMARKS

A Lost and Found Department, centrally located at the Lobby Counter, has been made available for the entire campus. Through a system of checking, cataloguing and numbering of all articles found and registering articles lost, another service is available for the students. Note: all articles are held through a full semester. If not claimed, the articles are turned over to charity.

More information is always needed, especially at the Lobby Counter. (Information and service center of the Union) regarding events, the use of campus facilities, as well as surrounding areas. It is the hope of the Union that all departments on campus will take advantage of this service by supplying necessary information for activities sponsored.

During the short period of operation, a compilation of materials necessary for the operation of each individual department of the Union is currently being added to. This material engulfs all policies, maintenance, floor plans, the use of existing fire equipment and its location, etc.

The first part of the paper discusses the general theory of the subject, and the second part discusses the special case of the subject.

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During the summer months of 1958, a study was made as to the possibility for an assistantship to be awarded to a graduate student who would be given more responsibility than undergraduates previously used, to act as relief to the full time supervisor. This proved necessary and the first assistantship was awarded to Allen Andersen, Jr.

CONCLUSION

Within the comparable short period of building operation, the respect and attitude of the students as a whole, has been good and seems to be rising with each insuing registration.

Dennis Lilly
Night Supervisor

1870
The following is a list of the names of the persons who were present at the meeting of the Board of Directors of the City of New York, held on the 10th day of January, 1870.

At a meeting of the Board of Directors of the City of New York, held on the 10th day of January, 1870, the following names were present:

W. C. CROSSLAND
Mayor

STUDENT UNION PROGRAM

The Student Union Planning Council is a group of volunteer students elected for their interest in program as shown by previous work on Union Committees. The Council consists of the six members of the executive board who are usually juniors chosen by the Student Union Governing Board, and six committee chairman who are usually sophomores chosen by the outgoing executive board. Their appointment is on a yearly basis. The Council selects, plans, executes and evaluates all of their own events. Financially, they operate under established R.S.O. procedures with their faculty advisor being the Union Program Advisor.

Academic year 1958-1959 saw a total committee membership of 126 including the 12 council members. While this represents a drop of 41 from 1957-58, it is in line with recent Association of College Union Program membership statistics which show an average of 10 to 12 students per committee.

In general, most planned activities were good. More enthusiasm, closer heed to actual program planning, and less concentration on the aspects of "the organization man" would greatly enhance the total council activities. The Council, as well as general committee composition and work, would benefit more if there was a greater cross-section of students on campus represented on these committees. Tying this in with stronger committee recruitment would develop more quality in events and bring to light the ideas and aspirations of many "special interest" groups on campus.

We stumbled a few times, this was expected and somewhat welcomed because there can be no growth without both success and failure. Our mistakes point out the responsibility of commitments and how we should strive to put on those events publicized and planned rather than indulge in last minute cancellations. Because the pressures of study, a normal social life, and other individual student interests are so prevalent, certain responsibilities should be left up to the advisor. Final commitments for bands, other attractions, art exhibits and movie arrangements are some of the specifics involved.

ARTS AND MUSIC

This committee blossomed forth with the idea of increasing interest in art in the form of exhibits throughout the campus. The "Pillow Jazz Concert" was another highlight of this year. Next year's plans indicate a move away from core programs and developing new events. Better procedure has been worked out for the scheduling, hanging and mailing back of exhibits. It is important that promptness and care in handling of the art exhibits be recognized. The University, the Student Union, and this committee are responsible should anything go wrong. The committee felt it wise to obtain a Fine Arts insurance policy to cover the art work brought into our building. One highlight of our art exhibits was the Norman Rockwell show from The Curtis Publishing Company. An estimated 10,000 to 15,000 people saw this exhibit in the ballroom.

DANCE COMMITTEE

The Dance Committee, while working hard, had trouble in enticing people to attend both the live and "canned" music dances. For the most part,

The first part of the report deals with the general conditions of the country during the year. It is noted that the weather was generally favorable, with a moderate amount of rain and a few frosts. The crops were well advanced, and the stock raising season was successful. The people were generally content, and there was no serious trouble.

The second part of the report deals with the various industries of the country. It is noted that the mining industry was active, and that there was a considerable amount of gold and silver produced. The agricultural industry was also active, and the crops were well advanced. The stock raising industry was also successful, and the people were generally content.

The third part of the report deals with the various public works of the country. It is noted that the government had expended a considerable amount of money on public works, and that the people were generally content. The roads were well maintained, and the bridges were in good repair. The schools were well attended, and the people were generally content.

The fourth part of the report deals with the various social conditions of the country. It is noted that the people were generally content, and that there was no serious trouble. The people were generally well educated, and the people were generally content.

The fifth part of the report deals with the various financial conditions of the country. It is noted that the government had a considerable amount of money, and that the people were generally content. The people were generally well educated, and the people were generally content.

The sixth part of the report deals with the various political conditions of the country. It is noted that the government was well run, and that the people were generally content. The people were generally well educated, and the people were generally content.

The seventh part of the report deals with the various cultural conditions of the country. It is noted that the people were generally content, and that there was no serious trouble. The people were generally well educated, and the people were generally content.

The eighth part of the report deals with the various religious conditions of the country. It is noted that the people were generally content, and that there was no serious trouble. The people were generally well educated, and the people were generally content.

The ninth part of the report deals with the various legal conditions of the country. It is noted that the people were generally content, and that there was no serious trouble. The people were generally well educated, and the people were generally content.

The tenth part of the report deals with the various miscellaneous conditions of the country. It is noted that the people were generally content, and that there was no serious trouble. The people were generally well educated, and the people were generally content.

lack of publicity and a central dance theme were responsible for this. Students also voiced the opinion that Friday night was a poor time for their dances since many fraternity parties were held concurrently. Next year many of these dances will be held on Saturday nights. The Homecoming Dance was a success for those who attended. It is a dance that must be built up in the eyes of the campus over a period of years to assure its definite success. More backing from the Alumni would also help.

HER weekend was a combined effort of the dance and special events committees. One affair that cut into attendance was the Junior picnic held in the late afternoon on the day the dance was scheduled.

Use was made of WMUA's broadcasting from the Hatch on Friday nights for our "canned" music dances.

GAMES AND TOURNAMENTS

Bridge, bowling and men's billiard tournaments were quite successful. So to, were the Newcomers bridge meetings and the regular student-town community meetings. Our bridge team participated in a local Springfield College match and a regional meet at Cornell College.

The highly popular faculty-staff children's Halloween and Easter egg parties were a tremendous success this year. To relieve the pressure on the games and tournament committee, and with the realization of the important public relation aspect, the Planning Council decided to put these parties under the new Public Relations Committee.

For every away football game, arrangements were made to pipe WMUA's broadcast of the contest into a room in the Union where the action was plotted on a screen. At half time, hot coffee and donuts were served. The Tuesday after every game brought crowds numbering in the 200's to watch movies of the game. It is hoped next year that fencing instruction will be resumed and bridge lessons continued. Slight confusion arose in the committee this year with a turn-over of three chairman.

MOVIES

Since the Student Union opened in 1957, a total of 88 movies have been shown. Average attendance for this total is 261 persons. The receipts from this committee have enabled the Planning Council to purchase complete cinemascope equipment in 1957-58, and this year to share in the cost of purchasing black-out curtains for the ballroom. As well as showing first rate films, the committee, along with several faculty members, chose a representative number of foreign films. The cost to students, faculty, and townspeople (should they desire to come), has been set at 25¢ per person year round. Movies are selected by a campus-wide poll and ordered one year in advance.

SPECIAL EVENTS

A most gregarious and active committee. The most prominent of their activities is the "My Last Lecture" series. Next in the limelight are the well organized fashion shows which are popular with boys as well as

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girls. At Christmas time the main lobby of the Union was gayly decorated by the committee and campus followers at the annual "Trim-a-Limb" party.

As it should be, this committee brings forth new and stimulating programs. New this year are the "Apple Polish Hours" aimed at increasing student-faculty relations. The "This Month We Honor Program" was launched in April 1959. Each month a faculty member and student are honored for some notable contribution to the campus. Their photographs are displayed on a special poster hung in the Union.

This coming year a "Book Review Session" program will be started. Here a faculty member will review current or classic works of literature. HER weekend activities, when they weren't in conflict with other functions, were enhanced by a Friday night open-air dance in the girl's dormitory quadrangle. The elements, however, forced the crowd into a nearby dorm recreation room. Saturday afternoon the Women's Physical Education Building was opened up for co-recreational activities. At the last minute the jazz band, scheduled for Sunday afternoon, cancelled their engagement. Next year it is hoped that this part of the weekend will be planned more efficiently. The main dance itself was not as well attended as expected. More adequate publicity and backing of this affair by all student organizations will help.

PUBLICITY

The struggling warriors of the Planning Council. Hardest to accomplish was the distribution of that publicity material which was completed. Most of the publicity did not reach all areas of the campus in sufficient time to take effect. Next year a new publicity structure will be operating in the hopes of increasing the efficiency of this committee. Hereafter, each committee will have its own publicity representative. Their weekly meetings, headed by a planning council chairman, will enable the most current information on events to be given to the committee, publicity projects delegated to members and distribution all over campus apportioned evenly to individuals. More publicity gimmicks will be initiated such as this year's pie-eating contest to stimulate interest in HER weekend.

With the publicity that was put out, a high artistic level was attained. Posters, striking in their colors and themes, set a high caliber to be followed which adds to the expectations of audiences.

PERSONNEL

The future of Student Union Planning Councils rests upon the success of this committee and how effective the recruitment program is. This year saw plans laid for strengthening the problem of committee membership. Everyone on the committee is required to complete an application form containing their picture, Union activities, other campus activities, and the efficiency ratings each individual receives from his or her chairman. The push will be on to encourage freshman to join our committees. It doesn't matter if by their sophomore year students move on to other campus activities. In this case, we want to serve as a training ground for leadership.

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The so-called "Gentleman's Agreement" to the effect of "Hands Off Freshmen" hurt our committee strength as well as other groups this past year. Certainly the 1959 S.W.A.P. Conference clarified this situation.

PUBLIC RELATIONS

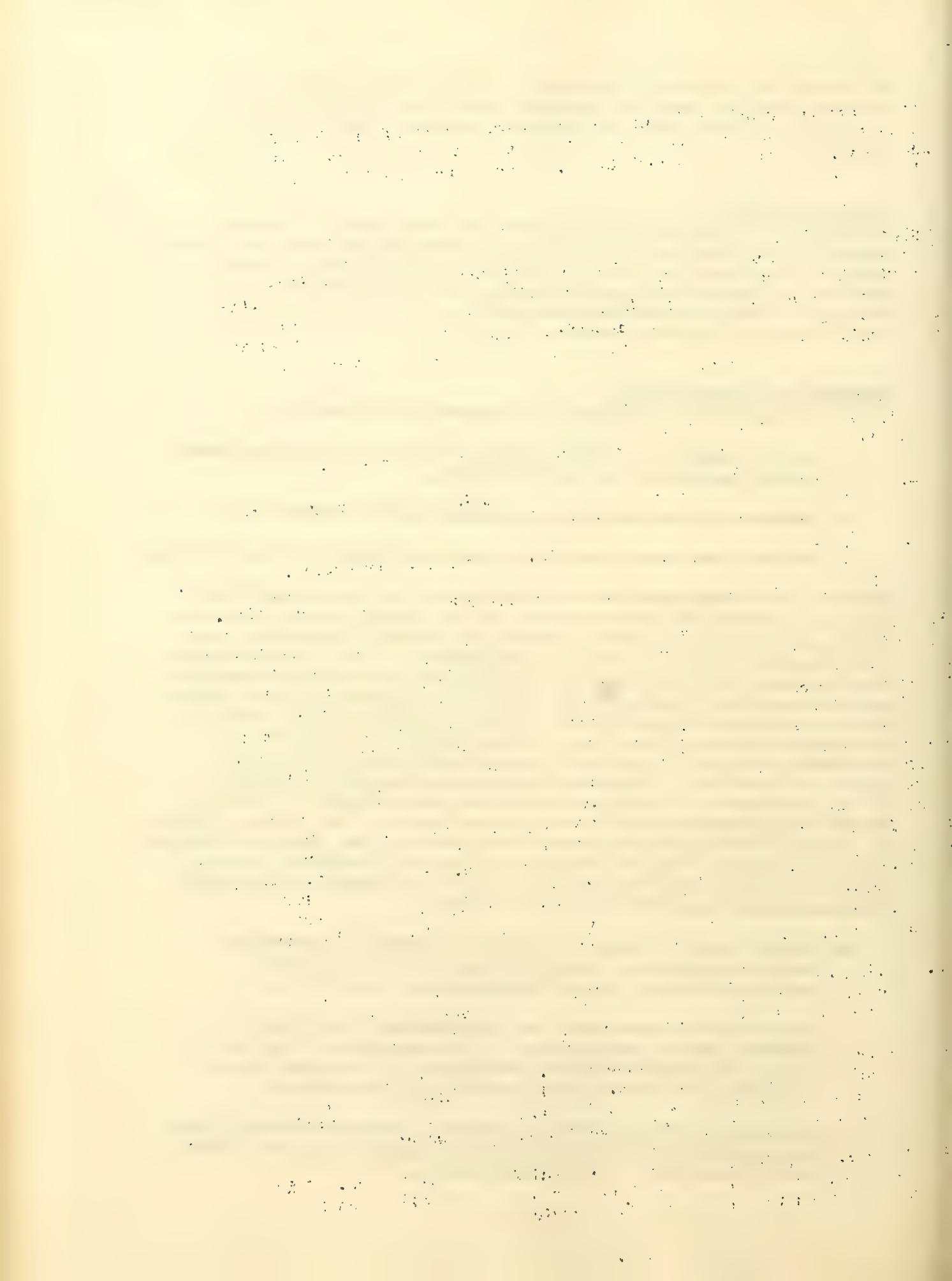
A newly formed committee tying together all those public relations aspects of the other committees' work. It will be the function of this group of students to publish the semester calendars, Student Union booklets, all surveys and questionnaires, plan and run the faculty-staff children's Easter egg and Halloween parties, and put out the Student Union Six month Financial reports.

PROBLEMS AND RECOMMENDATIONS

1. Strengthen the recruitment of personnel for committees.
2. Develop enthusiasm and the element of doing this volunteer work to have fun as well as learn something.
3. Increase and add quality to publicity and its distribution.
4. Encourage and create more inter-community harmony and cooperation.

While it is somewhat humorous to be able to say the Movie Committee is composed of members of one fraternity, or the Special Events Committee is the same as such and such a sorority, it should be noted that such "togetherness" can affect total program planning. The Planning Council should endeavor to secure more diversified and representative committee memberships, thus bringing in the ideas of all student groups on campus. With the advent of the new Student Activities Office to be housed in the present Program Office, the Planning Council will have the opportunity of getting closer to other organizations, helping those groups that need help in program planning, gearing their events more to the individual on campus, and minimizing the conflicts of several events being planned for the same night or weekend. The Program Advisor, by working with the Planning Council and assisting the Assistant Director - Student Activities, will be in a position to help coordinate council events and other campus activities. It is to the credit of this year's Planning Council that the following was done;

- a. Giving those 12 students studying Recreation Leadership and Social Recreation, a chance to supplement their academic work by field work on the Planning Council committees.
- b. Welcoming the square dance and International clubs into the Planning Council organization. It is anticipated that this merger will produce fruitful and interesting programs as well as benefit both the Planning Council and the two clubs.
- c. Receiving a painting from the National Academy of Design. This was the first of the Student Union's permanent collection that will be used for an art lending service.



PROGRAM ADVISOR AND RELATED RESPONSIBILITIES:

I. PROGRAM OFFICE.

- a. Planning Council Faculty Advisor.
- b. Responsible for Union Program Department and Finances.
- c. Union Staff member.
- d. Responsible for summer sessions - program and recreation.

II. SERVICES RENDERED.

- a. Theater tickets for New York and local area performances.
- b. Hotel accommodations for faculty and students.
- c. Decorations approval and advisement.
- d. Help with freshmen orientation recreation.
- e. Maintaining band and attraction files.
- f. Help in obtaining bands, etc.

III. FACULTY ADVISOR TO:

- a. Planning Council.
- b. Revelers.
- c. Tau Kappa Epsilon (Social Fraternity)

IV. COMMITTEES (Member of)

- a. Student Union Staff.
- b. Student Union Planning Council
- c. Student Union Governing Board.
- d. University Committee on Student Social Activities.
- e. Summer Sessions Committee.
- f. Fraternity Advisors Council.
- g. Fine Arts Council (Secretary)
- h. Open House Committee.
- i. Campus Coordinator - Experiment in International Living.
- j. Student Union Staff Public Relations Committee.

V. PROJECTS.

- a. To develop a physical area for arts and crafts, and to plan an arts and crafts program. Scheduled to open September 15, 1959.
- b. To develop better facilities for displaying arts and exhibitions, etc. in the Union Building by September 15, 1959.
- c. To further enhance Union Program and over-all campus activities by working in the new Student Activities Office assisting the Assistant Director - Student Activities.

The first part of the paper discusses the general theory of the
 subject. It is shown that the theory is based on the
 following principles:

1. The theory is based on the principle of least action.
 2. The theory is based on the principle of relativity.
 3. The theory is based on the principle of causality.

The second part of the paper discusses the application of the
 theory to the case of a particle moving in a magnetic field.
 It is shown that the theory predicts the existence of a
 magnetic moment for the particle.

The third part of the paper discusses the application of the
 theory to the case of a particle moving in an electric field.
 It is shown that the theory predicts the existence of an
 electric moment for the particle.

The fourth part of the paper discusses the application of the
 theory to the case of a particle moving in a combined
 electric and magnetic field. It is shown that the theory
 predicts the existence of a magnetic moment for the particle
 and an electric moment for the particle.

The fifth part of the paper discusses the application of the
 theory to the case of a particle moving in a combined
 electric and magnetic field with a time-varying magnetic
 field. It is shown that the theory predicts the existence
 of a magnetic moment for the particle and an electric moment
 for the particle.

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 theory to the case of a particle moving in a combined
 electric and magnetic field with a time-varying electric
 field. It is shown that the theory predicts the existence
 of a magnetic moment for the particle and an electric moment
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The seventh part of the paper discusses the application of the
 theory to the case of a particle moving in a combined
 electric and magnetic field with a time-varying electric
 field and a time-varying magnetic field. It is shown that
 the theory predicts the existence of a magnetic moment for the
 particle and an electric moment for the particle.

STUDENT UNION ACTIVITIES
1958 - 1959

	<u>NUMBER HELD</u>	<u>ATTENDANCE</u>
Art Exhibits	8	35,000
Fine Arts Programs	2	300
Jazz Concerts	2	239
Music Hours	11	421
Weekly Dances	13	675
Square Dances	22	320
Bridge Club Meetings	30	624
Bridge Club Tournaments	2	
Beginning Bridge	23	310
Chess Club Meetings	26	156
Chess Club Tournaments	1	
Sports Movies	6	320
Football Game Movies	8	977
Easter Egg Hunt Party	1	188
Individual Bowling Tournament	1	68
Movies	33	8,796
Fashion Shows	2	400
Carol Sing	1	620
Activities Night	1	58
Trim-a-Limb Christmas Party	1	200
"My Last Lecture" Series	6	210
H.E.R. Weekend activities	1	325
Homecoming Dance	1	234
Halloween Party	1	183
"Apple Polish Hour" Series	4	175
"This Month We Honor" Series	2	
Registration Dance	1	1,800
Welcome Back Dance	1	1,100
International Club Coffee Hours	11	130
Bridge Club Trips	2	16
Football Game Broadcasts	4	140
	<hr/>	<hr/>
TOTAL - 1958 - 1959	228	53,985

THE HISTORY OF THE
CITY OF BOSTON

1	1630	1631	1632	1633	1634	1635	1636	1637	1638	1639	1640	1641	1642	1643	1644	1645	1646	1647	1648	1649	1650	1651	1652	1653	1654	1655	1656	1657	1658	1659	1660	1661	1662	1663	1664	1665	1666	1667	1668	1669	1670	1671	1672	1673	1674	1675	1676	1677	1678	1679	1680	1681	1682	1683	1684	1685	1686	1687	1688	1689	1690	1691	1692	1693	1694	1695	1696	1697	1698	1699	1700	1701	1702	1703	1704	1705	1706	1707	1708	1709	1710	1711	1712	1713	1714	1715	1716	1717	1718	1719	1720	1721	1722	1723	1724	1725	1726	1727	1728	1729	1730	1731	1732	1733	1734	1735	1736	1737	1738	1739	1740	1741	1742	1743	1744	1745	1746	1747	1748	1749	1750	1751	1752	1753	1754	1755	1756	1757	1758	1759	1760	1761	1762	1763	1764	1765	1766	1767	1768	1769	1770	1771	1772	1773	1774	1775	1776	1777	1778	1779	1780	1781	1782	1783	1784	1785	1786	1787	1788	1789	1790	1791	1792	1793	1794	1795	1796	1797	1798	1799	1800	1801	1802	1803	1804	1805	1806	1807	1808	1809	1810	1811	1812	1813	1814	1815	1816	1817	1818	1819	1820	1821	1822	1823	1824	1825	1826	1827	1828	1829	1830	1831	1832	1833	1834	1835	1836	1837	1838	1839	1840	1841	1842	1843	1844	1845	1846	1847	1848	1849	1850	1851	1852	1853	1854	1855	1856	1857	1858	1859	1860	1861	1862	1863	1864	1865	1866	1867	1868	1869	1870	1871	1872	1873	1874	1875	1876	1877	1878	1879	1880	1881	1882	1883	1884	1885	1886	1887	1888	1889	1890	1891	1892	1893	1894	1895	1896	1897	1898	1899	1900	1901	1902	1903	1904	1905	1906	1907	1908	1909	1910	1911	1912	1913	1914	1915	1916	1917	1918	1919	1920	1921	1922	1923	1924	1925	1926	1927	1928	1929	1930	1931	1932	1933	1934	1935	1936	1937	1938	1939	1940	1941	1942	1943	1944	1945	1946	1947	1948	1949	1950	1951	1952	1953	1954	1955	1956	1957	1958	1959	1960	1961	1962	1963	1964	1965	1966	1967	1968	1969	1970	1971	1972	1973	1974	1975	1976	1977	1978	1979	1980	1981	1982	1983	1984	1985	1986	1987	1988	1989	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
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ANNUAL REPORT
ASSOCIATE ALUMNI

Year covering
October 1, 1958 - September 30, 1959



APPROPRIATION

	<u>Receipts</u>	<u>Disbursements</u>
1957-1958	\$ 39,606.27	\$ 46,830.15
1958-1959	47,425.45	38,795.43
1959-1960	Proposed Budget	\$ 35,848.96
*** 1960		

PERSONNEL

** Evan V. Johnston	Executive Director and Field Agent
* William Mahoney	Assistant to the Executive Director
Lydia Hoynoski	Junior Clerk Stenographer
J. Elizabeth Lombard	Junior Clerk Stenographer
Florence Lewis	Junior Clerk Stenographer
Helen Perry	Part Time Secretary (Paid by Alumni Office)
* Ruth E. Forsberg	Secretary (Paid by Alumni Office)

Number of Alumni 12,500

* As of December 1, 1959

** As of September 1, 1959

*** Calendar year to be changed from July 1 - June 30 to

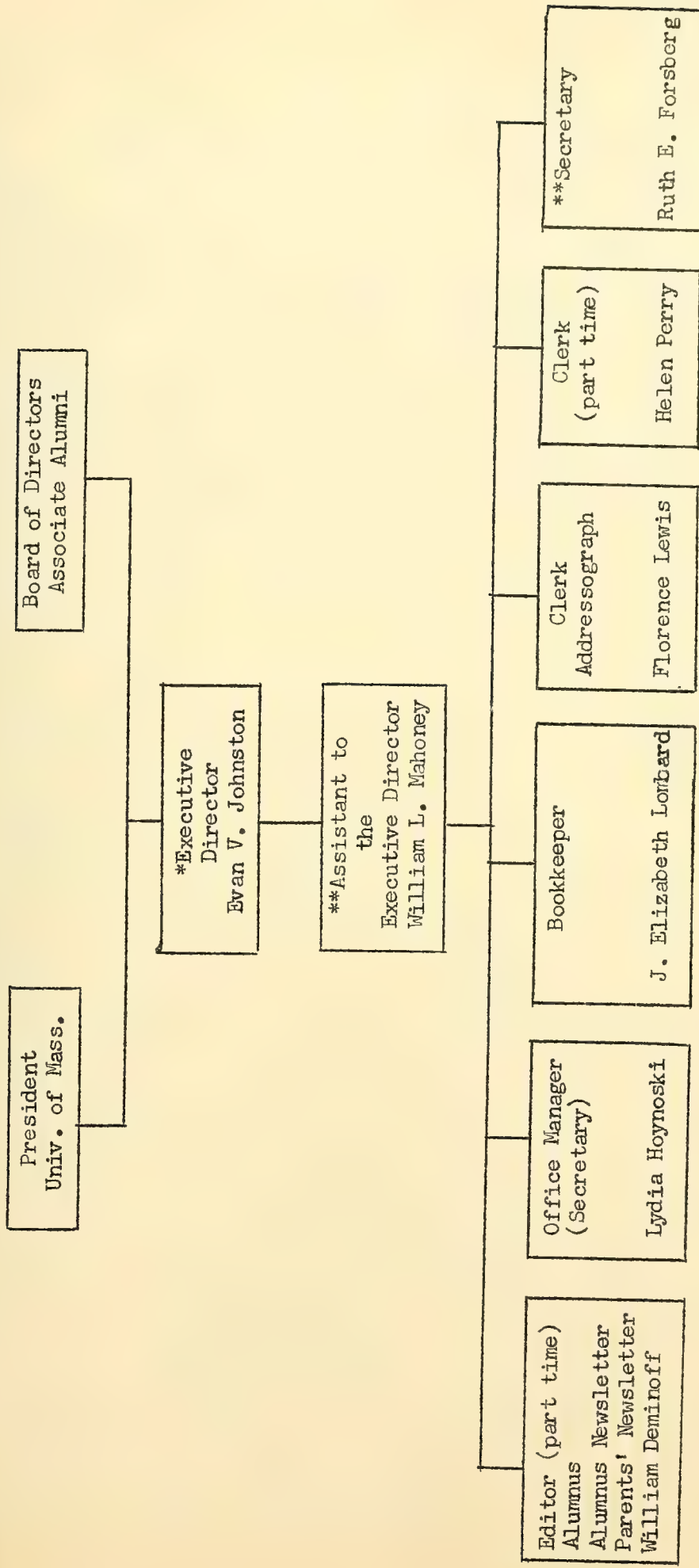
January 1 - December 31

Estimated Receipts \$ 48,000.00

Proposed Budget \$ 47,955.00



#3 - ORGANIZATIONAL CHART



* as of September 1, 1959

** as of December 1, 1959

4. Clientele

Total alumni is approximately 12,500.

5. Publications

Four issues of The Alumnus: March, May, September, December

6. Special Projects or Programs

Fine Arts Festival (supported with a donation of \$750)

Student scholarships from Alumni Clubs:

<u>Club</u>	<u>No.</u>	<u>Amount</u>
Amherst	1	\$ 100
Springfield	6	200
"	1	100
Pittsfield	5	160

Jazz Concert sponsored by Student Contact Committee.

Cost of Concert to Associate Alumni was \$1,654.13

7. Future Plans and Needs

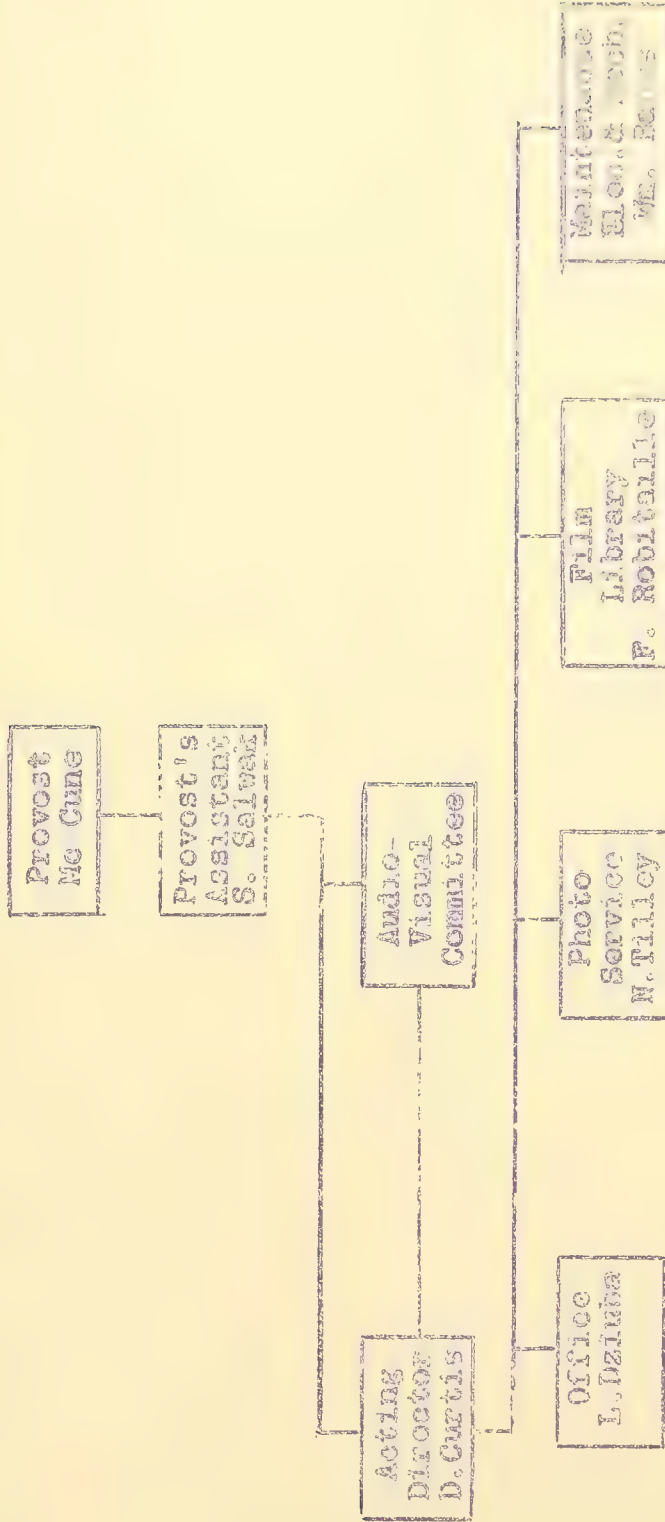
1. January 1, 1960 - The Association will go on a new fiscal year basis from January 1 through December 31.
2. January 1, 1960 - The Committee on the Renovation of Memorial Hall will meet in January to make a survey of the needs and to explore ways and means. They will also survey the possibility of incorporation with the Faculty Club.
3. July, 1960 - The Executive Director's salary will be assumed entirely by the Associate Alumni.
4. The FUND Committee proposes more financial aid to the University in the following areas.

Supplementary Fellowship for Faculty
Centennial Committee
Student Loan Fund
Student Program
Parents' Newsletter
Library Survey
Purchase of Postage Meter equipment

AUDIO-VISUAL CENTER

1959

III. ORGANIZATIONAL CHART
Audio-Visual Center



that

and

V. The activities of the I-V Center do not include any publications or research projects of its own, but the Center does considerable work in the way of drafting and photography that is used in several research projects on campus.

VI. The program that the I-V Center has is one of raising the teaching standard of courses through the better use of visuals. The area that needs the most help is that of preparing 16 mm slides. It appears that the scientific departments are all in a cooperative in supplying the necessary materials. There are no more slides for their use.

The building of the new... has been a function of the... some extent hindered by... wide the individual services... or technical services... new Audio-Visual Center... will be necessary, more than... output is an expanded capacity.

During the past year we have... salesmen to several departments... services such as equipment,... available. These additional services are... appendix.

The use of Audio-Visual Center equipment... as fast as we can replace, there will be... and is... demand for overhead projectors. The... repair shops. Today they are... time. Last Spring... have back... I-V program.

We have turned to... Botany and the Art Departments, it... improve our services in this area and include... campus departments.

There is a need for a central photographic service that is operated as a University function. Currently... departments are taking their own pictures. We feel that this is good when the time and place factor makes it necessary, but

used to illustrate the various ways in which the
 product has been used. These include the various
 pictures of the product and the various ways
 in which it is used. The following are some of the
 ways in which it has been used. The first way is
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August 7, 1959

Here is a report on the use of our materials (not equipment) during the past fiscal year. For comparison, figures for other years are also included.

Motion Picture Showings	<u>1958-59</u>	<u>1957-58</u>	<u>1956-57</u>
	19,817	17,951	13,573
Motion Picture Attendance	920,127	728,992	653,706
Motion Picture Pick Ups	1,913	1,162	2,880
Filmstrip Showings	299	303	488
Filmstrip Attendance	6,586	10,112	10,205
Filmstrip Pick Ups	302	407	372
Slide Showings	174	173	204
Slide Attendance	3,347	5,215	5,506
Slide Pick Ups	16	30	87

Our materials were shown a grand total of 20,230 times with a total attendance of 930,054 people.

Donald Curtis
Audio Director

From January 1 to December 31, 1911, the following were the members of the Executive Board of the National Education Association:

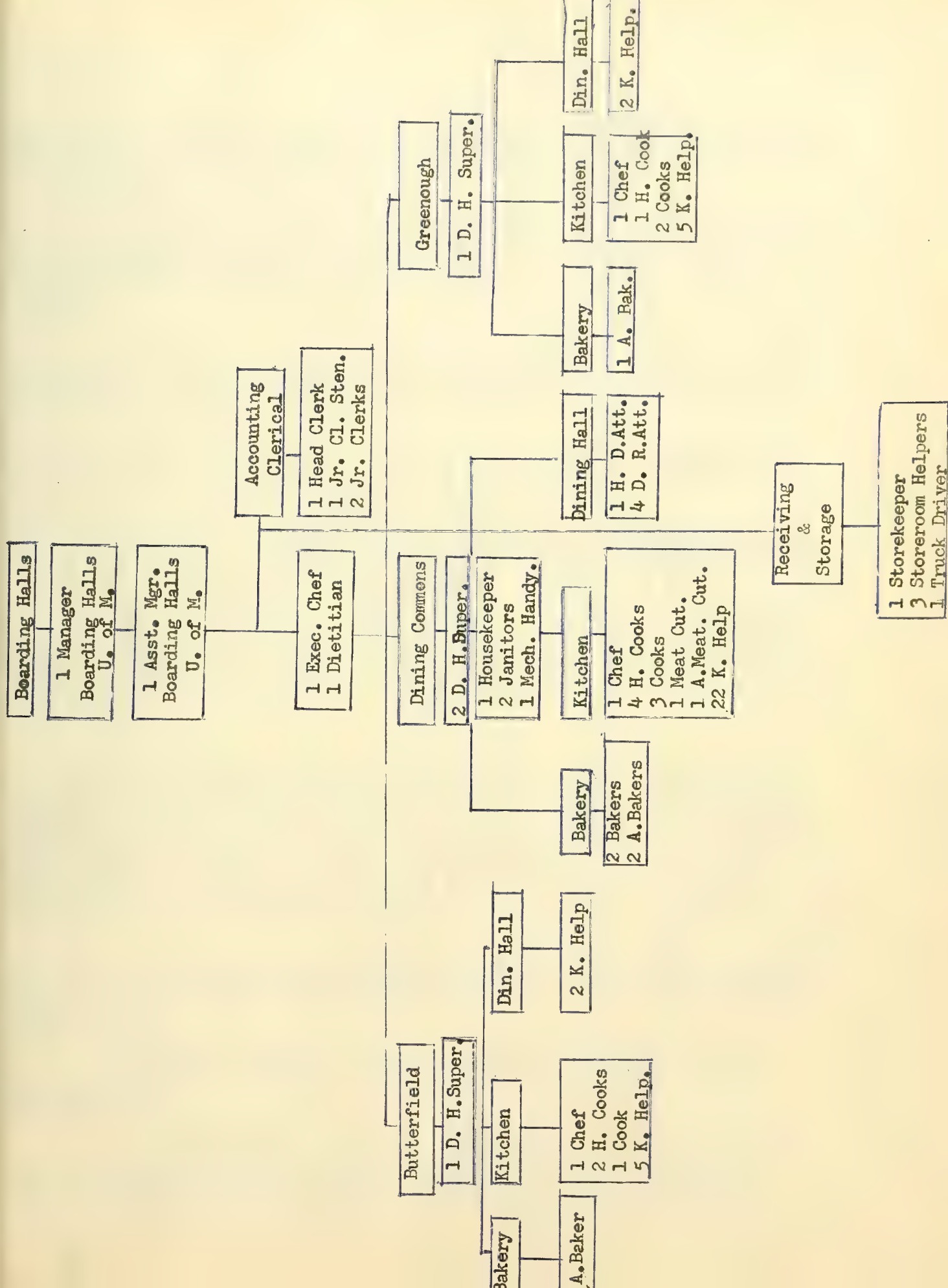
- 181 Messrs. Thomas W. Higginson, Secretary
- 182 and Messrs. J. W. Aldrich, Treasurer
- 183 and Messrs. J. W. Aldrich, Secretary
- 184 Messrs. J. W. Aldrich, Secretary
- 185 Messrs. J. W. Aldrich, Secretary
- 186 Messrs. J. W. Aldrich, Secretary
- 187 Messrs. J. W. Aldrich, Secretary
- 188 Messrs. J. W. Aldrich, Secretary
- 189 Messrs. J. W. Aldrich, Secretary
- 190 Messrs. J. W. Aldrich, Secretary

ANNUAL REPORT

Boarding Hall

	<u>57-58</u>	<u>58-59</u>	<u>59-60</u>
1. <u>Appropriation 03-15</u>	\$404,950.	\$437,675.	\$527,200.
2. <u>Personnel</u>	<u>Sept. '57</u>	<u>Sept. '58</u>	<u>Sept. '59</u>
Assistant Baker	4	4	4
Assistant Manager	-	-	1
Assistant Meat Cutter	-	1	1
Baker	2	2	2
Chef	3	3	3
Cook	6	6	9
Dietitian	1	1	1
Dining Room Attendant	4	4	4
Dining Hall Supervisor	3	3	4
Executive Chef	1	1	1
Head Clerk	1	1	1
Head Cook	7	7	10
Head Dining Room Attendant	1	1	1
Housekeeper	1	1	1
Janitor	2	2	1
Junior Clerk	1	2	2
Junior Clerk & Stenographer	1	1	1
Kitchen Helper	28	31	31
Manager of Boarding Hall	1	1	1
Meat Cutter	1	1	1
Mechanical Handyman	1	1	1
Motor Truck Driver	1	1	1
Storekeeper	1	1	1
Storeroom Helper	<u>2</u>	<u>2</u>	<u>3</u>
	73	78	86
3. <u>Chart</u>			
4.	<u>Sept. '57</u>	<u>Sept. '58</u>	<u>Sept. '59</u>
Feeders	2148	2415	2950

Date	Particulars	Debit	Credit	Balance
1880	Jan 1			
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	Jan 3			
	Jan 4			
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	Nov 21			



Boarding Halls

1 Manager
Boarding Halls
U. of M.

1 Asst. Mgr.
Boarding Halls
U. of M.

Accounting
Clerical

1 Head Clerk
1 Jr. Cl. Sten.
2 Jr. Clerks

1 Exec. Chef
1 Dietitian

Dining Commons

2 D. H. Super.

1 Housekeeper
2 Janitors
1 Mech. Handy.

Kitchen

1 Chef
4 H. Cooks
3 Cooks
1 Meat Cut.
1 A. Meat. Cut.
22 K. Help

Bakery

2 Bakers
2 A. Bakers

Din. Hall

2 K. Help

Butterfield

1 D. H. Super.

Kitchen

1 Chef
2 H. Cooks
1 Cook
5 K. Help.

Bakery

A. Baker

Greenough

1 D. H. Super.

Kitchen

1 Chef
1 H. Cook
2 Cooks
5 K. Help.

Bakery

1 A. Pak.

Dining Hall

1 H. D. Att.
4 D. R. Att.

Din. Hall

2 K. Help.

Receiving
&
Storage

1 Storekeeper
3 Storeroom Helpers
1 Truck Driver

Boarding Halls

7.

The refusal of the Legislature to provide sufficient help to operate our constantly expanding feeding operations, together with cuts in our food budget requests, has resulted in a surplus of income which cannot be justified in a supposedly non-profit operation.

Last year we raised board rates fifteen cents a day in anticipation of slightly higher food costs and wages. We did not receive a sufficient food budget or adequate personnel, and the result was a clear profit of \$75,000 above all direct and indirect charges that could be attributed to the food operation.

This year the situation is even more pronounced. We have 500 more feeders than last year, a shortage of 14 employees against 8 last year, and less money available per capita for food. Indications are that last year's profit will be doubled.

Public knowledge of this profit, which cannot be avoided, could result in a very embarrassing situation for the University, and with reason result in serious repercussions with the student body.

Immediate steps should be taken to reduce our board charges more in line with actual costs, and it is recommended that the weekly rate of meal tickets for the second semester only be reduced from \$10.25 to \$8.75.

It should be an established policy of the University that whenever the excess of income over direct expenses exceeds 15% (the estimated cost of indirect expenses) in the first semester, the board rate should be reduced for the second semester to yield not more than 15% excess to cover indirect expenses.

* * * * *

A new cafeteria line was constructed in the old snack bar which we anticipated would feed 400 students. Although the Division of Personnel recommended 14 new positions to operate the line, the Ways and Means Committee refused to allow them, and up until now it has been impossible to operate this line. There has been no improvement in the student help situation, and it will probably be necessary to abandon our policy of hiring only meal ticket holders. Our food budget request was cut \$74,915 which has resulted in a lowering of the quality of the food served.

It is estimated that we will have 400 additional feeders next year. Even if we are able to fully man the new cafeteria counter, it will result in a seriously overcrowded condition. Both Butterfield and Greenough are badly overcrowded now.

The 600 seat addition to the Dining Commons should be ready in September 1961. This should take care of the anticipated growth through September 1962.

The following year (September 1963) additional feeding facilities must be provided. There will be approximately 3000 students housed in the existing men's dormitory area. It is essential that a new dining hall be erected in that area. It is understood that Butterfield will not then be



available for student feeding.

The Legislature has repeatedly failed to provide either sufficient personnel or food appropriations to properly operate the dining halls. Consideration must be given to some other method of continuing this operation, such as a revolving fund, trust fund, or concessionaire.

We will continue to request personnel on the formula of one employee to 11,500 meals served, and a food appropriation on a fixed amount per day (now \$1.25).

UNIVERSITY OF MASSACHUSETTS

GUIDANCE OFFICE

ANNUAL REPORT

December 10, 1959

1. Appropriations - Fiscal Year 1959-60

03	-	\$12,640.	Summer Counseling Program obligations commit \$6,000. of this to faculty counselors and \$6,000. to student labor.
10	-	\$ 75.	Travel
12	-	50.	Repairs
13	-	1,500.	Test Materials
14	-	600.	Office Supplies
15	-	---	Equipment
16	-	840.	Rental-IBM Test Scoring Machine

2. Personnel

	1957	1958	1959
Director of Guidance	Filled	Filled	Filled
Guidance Counselor (Inst. A)	"	"	Vacant
Technical Assistant(10 Months)	"	"	Filled
Jr. Clerk	"	"	"

(The present lack of a psychiatrist in the University health service is felt directly in the Guidance Office by demands for services which cannot be met).

4. Clientele

Educational, vocational and personal counseling was provided for approximately 450 students. This represents a reduction of some ten per cent from the preceding year, due to a four-month vacancy in the counselor's position. Approximately 100 students participated in the series of group meetings held in the early weeks of each semester, designed to aid in the development of efficient methods of study.

Machine scorable examinations were processed for a number of University departments throughout the year. Similar services were provided for several public schools in this area on a low-fee basis, in order to aid them in the development of their standard testing programs.

5. Research to develop new and improved testing and counseling procedures is a continuing responsibility of the office. Currently in progress are validation studies of the placement testing program and methods of interpreting test scores.

6. Special Projects and Programs

The Summer Counseling Program for freshmen and their parents was expanded to accommodate the larger freshman class and to welcome the more than 3,000 parents who visited the campus for one of the eight parents' seminars. The program was increased in flexibility and scope to reflect the increasing variations in academic programs available to entering freshmen. The growing University emphasis on student achievement of educational goals, rather than on the mere accumulation of credits, is illustrated by the much larger number of students who earned advanced course placements. It is apparent also in exemption of over one-quarter of the class from the basic speech requirement, and more than 250 men from one of the eight-week units of physical education.

Well over three-hundred advanced course placements were earned in academic areas carrying graduation credit. Although the educational implications of this are far reaching, there is also an interesting cost comparison to be made. If it is safe to assume that five academic courses comprise a normal semester course load, each advanced placement represents to some student an expenditure of approximately \$110., or one-fifth of the minimum cost to a resident student. Three-hundred advanced course placements then represent a simple and direct saving of \$33,000. to the students earning these placements. The total cost of the entire Summer Counseling Program to the entire Class of 1963 was only a little more than \$27,000., computed on the basis of \$15. per student. This included the assignment of \$6.85 for board and room and \$7.83 per student expended for all other counseling, material and dormitory expenses.

Such an accounting is not completely unrealistic since the early credit grant will encourage some students to accelerate and graduate at an earlier date. Others will be free to enroll in graduate courses in their senior years, while the many more will graduate with additional training at a greater level of complexity in their major field. The real value of any of these eventualities is at least as great as the dollar value assumed in the preceding comparison.

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
5800 S. UNIVERSITY AVENUE
CHICAGO, ILLINOIS 60637

RESEARCH REPORT

REPORT NO. 1000
TITLE: [Illegible]

BY: [Illegible]

DATE: [Illegible]

7. Future Plans

The complimentary roles of the personnel specialists, the faculty counselors and the deans, are the key to our successful freshman guidance efforts during the summer. These roles during the remaining months of the year and for the three upper classes are too frequently overlapping or conflicting, rather than complimentary.

The various teaching divisions of the University are developing their own approaches to advisement, programming and guidance, which are increasingly less well known to the personnel specialist. At the same time, the special skills, resources and information of the personnel specialists are less and less accessible to the faculty and school counselors. It seems important to re-establish and to improve communications in order to use most effectively our limited resources for student counseling.

With a minimum of three full time professional counselors in the Guidance Office, it would be possible to have each counselor responsible for developing informal and functional relationships with one or two of the academic divisions of the University. For perhaps one-fifth of their time these counselors could move out of the Guidance Office and work cooperatively with the faculty advisors in a particular academic unit. The development of a broader base of mutual understanding should permit improved referrals for the counseling to the Guidance Office and should result in a higher level of efficiency in all counseling relating to that division of the University. It should be clearly understood that no interference with the advisement programs of the divisions is intended, nor should there be any administrative involvement with a particular school's programs. However, if we are to emphasize the "do-it-yourself" aspects of educational development in the years immediately ahead, we must work at developing useable blueprints and guides for students through broadened group activities and a greater utilization of information and resources already in existence but not conveniently accessible.

Plans have been developed for a broader information exchange with secondary school guidance personnel, in order to give continuity to a student's total educational plan. The return to the high schools this year of a complete profile of test score data and course placements for each of their students completing the Summer Counseling Program, was a first step. Continued follow-up of these students is

planned and additional data will be developed to improve the high school counselor's guidance efforts.

Space for a reading and study lounge for occupational and educational information should be planned. Ideally, this would be a Placement Office responsibility with a clerk for data organization and student assistance. It should, however, not be a mere adjunct to senior job interviews. A variety of discussion programs, reading materials and audio-visual devices could be developed by both Placement and Guidance to encourage student initiative in independent learning of much of the background material concerning educational and vocational goals.

Respectfully submitted,

William F. Field
Director of Guidance

ANNUAL REPORT
Business Manager's Office

1. Appropriation

<u>1958</u>	<u>1959</u>	<u>1960</u>
\$1100.	\$1125.	\$1125.

2. Personnel

1 Business Mgr.	1 Business Mgr.	1 Business Mgr.
1 Admin. Asst.	1 Admin. Asst.	1 Admin. Asst.
1 Sr. Clerk & Stenog.	1 Sr. Clerk & Stenog.	2 Sr. Clerk & Stenog.
2 Jr. Clerk & Stenog.	3 Jr. Clerk & Stenog.	2 Jr. Clerk & Stenog.

3. Organizational chart

1 Business Manager
|
1 Administrative Assistant
|

2 Senior Clerk & Stenographer 2 Junior Clerk & Stenographer

PERSONNEL

The 1959 report from this office contained the following recommendations:

1. "The 'Notification of Personnel Action' has resulted in a great deal of extra work for this office, due to the fact that written instructions for the proper preparation of the forms are completely disregarded by most departments. This results in numerous delays in making the necessary corrections. Only one department in the University presents these forms substantially as instructed. It is recommended that a form similar to the 'Employment Memorandum' used for the College of Agriculture non-professional appointments be substituted."

2. "Contracts sent new professional employees read 'all appointments to the staff of the University are contingent upon annual appropriations by the Legislature.' We are constantly receiving appointments that exceed the current fiscal or academic year. We question the legal right of the University to commit itself for payment of salaries which have not been, and may not be, appropriated. It is recommended that departments be instructed that appointments to temporary positions, and all appointments on other than an indefinite basis, be limited to the current fiscal or academic year."

No consideration has been given to either of the above recommendations.

We have not been as successful in hiring new non-professional workers as in previous years. We encountered shortages in experienced clerical and stenographic help, some technical positions, boarding hall and grounds help, due primarily to the fact that our wage scale is below the prevailing level in this area. We believe that the new wage scale effective February 28, 1960 will correct this situation.

The law enacted covering employee grievances has now been in effect over a year, and we have been very fortunate in settling all disputed without having the provisions of the law invoked.

The majority of our employees are due to have X-rays taken this winter, under the provisions of Chapter 619 of the Acts of 1950 which requires certification of freedom from communicable tuberculosis every three years. To meet the objection of people who do not wish to be exposed to X-rays, we are arranging with the State Department of Public Health to substitute the Mantoux test as provided in an amendment to the above law.

UNIVERSITY OF MASSACHUSETTS

AMHERST

ANNUAL REPORT

OF

PUBLICATIONS AND NEWS OFFICE

1959

This report, because of conditions prevailing in the Publications and News Office, must necessarily be divided into two parts:

1) The Year's Work and 2) Problems and Recommendations.

This is necessary because of the (almost inevitable) evolution of the Office into a full-fledged public relations facility. The second category listed above is therefore a paramount consideration as a result of this evolution. The problems encountered during the past year in attempting to maintain a full-fledged public relations program--whether on an executive or an administrative basis--are as much a part of this report as the statistics reflecting the accomplishment of the nominal mission--i. e., to prepare catalogues and other publications and to service press, radio and television media with University news items.

THE YEAR'S WORK

Publications

Bulletins produced during the year included the following:

General Information Bulletin - 15,000 copies
Undergraduate Catalogue - 10,000 copies
Summer Session Bulletin - 6,000 copies
President's Report - 2,000 copies
Graduate School Catalogue - 8,000 copies
Stockbridge School Catalogue - 5,500 copies

PHYSICS DEPARTMENT
1155 EAST 58TH STREET
CHICAGO, ILLINOIS 60637

OFFICE OF THE DEAN

1998

CHICAGO, ILLINOIS

Dear Mr. [Name]:

I am pleased to inform you that your application for admission to the University of Chicago has been reviewed and your name has been placed on the list of admitted students for the fall semester of 1998. We are excited to have you join our community of scholars and students.

Your academic achievements and extracurricular activities have been highly regarded. We believe you will thrive in our rigorous and intellectually stimulating environment. You will be assigned to a residential college, where you will have the opportunity to live and learn with a group of peers who share your interests.

Our faculty members are world leaders in their fields, and you will have the chance to learn from them. The University of Chicago offers a wide range of courses and research opportunities, allowing you to tailor your education to your specific interests.

We look forward to welcoming you to the University of Chicago in the fall. Please contact the Office of the Dean at [Phone Number] or [Email Address] if you have any questions.

Sincerely,
[Name]
Dean

Very truly yours,

[Signature]

Enclosed are your admission materials, including your acceptance letter and information regarding orientation and housing.

For more information, please visit our website at [Website Address].
We are excited to have you join our community of scholars and students.
Sincerely,
[Name]
Dean

Principal interest has centered on the Undergraduate Catalogue. The 1959-60 issue retains some of the ancient sections which tradition seemingly places beyond the pale of review and revision. The 1960-61 issue will suffer less from some of these "barnacles": plans have already been made to omit the entire section titled "Buildings", to boil down course descriptions, and to omit the source of degrees held by Faculty members.

Publications during the year were generally satisfactory, though style and format could have been markedly improved in almost all cases.

News

In the day-to-day dissemination of stories on the regular University program, the News Office placed approximately 300 stories in the state's newspapers and on radio and television programs. In addition, almost 1,000 news items appeared in the newspapers during the debate of House Bills 1030 and 3104. The News Office, though certainly not responsible for the writing of these stories, was often called upon by reporters and editorial writers to supply information serving as the factual basis for such stories.

The News Office also co-operated fully with reporters from the Boston Globe in the preparation of a major series of articles on the entire University program.

"Hometown news" continued as in previous years to be a standard means of publicizing the University throughout the state. Approximately 1200 individual items on students were mailed to hometown newspapers. Preparation of these items was mostly the work of student reporters employed in the News Office.



The News Office also initiated a feature series on various programs of the University. Two features--one on the School of Business Administration and another on the Art Department--have been completed and will soon be sent to the newspapers. The features are designed as a means of informing the public about the maturing strength of the University as it approaches its Centennial Year.

Radio-TV

Except for news releases sent to radio and television stations, and the completion of the "Discovery" series (to which the News Office did not directly contribute), there was no significant work done in this area. Lack of personnel precluded any kind of effective program.

Photography

During the past year the University's photographer, operating as a technical assistant in the Publications and News Office, continued to supply this Office with pictures for use in publications and as accompanying illustrations for news stories. Special requests--coming on a regular basis and in steadily increasing number--were also filled. In all, approximately 1300 prints were processed for distribution as outlined above.

Public Relations

During the year the University Editor and his staff were necessarily involved in many events having as much to do with direct public relations as they did with the news dissemination process. Events such as Open House, the University's Science Fair, preparation

Department of the History of Art and Architecture
The University of Chicago, Chicago, Illinois 60637

Dear Sirs,
I am writing to you in response to your letter of the 15th of
January, 1964, regarding the matter of the
University of Chicago Press.

I am sorry that I cannot give you a more
definite answer at this time, but I am
sure that you will understand my position.

I am sure that you will understand my position
and that I am sure that you will understand
my position.

I am sure that you will understand my position
and that I am sure that you will understand
my position.

I am sure that you will understand my position
and that I am sure that you will understand
my position.

for the University's Centennial, Commencement, the activities necessitated by House Bills 1030 and 3104, the special convocation and press conference during the Amherst Bicentennial Celebration, various student affairs, as well as a host of less noteworthy but nonetheless time-consuming activities--all these provided the Editor and his staff with duties which invariably led beyond the "publications and news" function.

In addition, the answering of requests for data of all kinds from individuals and groups has made the Office a research agency in no uncertain sense. Surveys alone--for various civic and institutional research offices--have taken a great deal of time.

PROBLEMS AND RECOMMENDATIONS

At this crucial time in the University's history there is not the slightest doubt that the informational or public relations arm of the institution must be strong and effective. The aim is not, of course, publicity--in the tub thumping sense; it is rather recognition--in the very best sense: recognition of a program representing something of indispensable value to the citizenry of state and nation. If the public relations program of the University proves inadequate to the task of sustaining this sense of the University's value in the public mind, then certainly any further development of the University's program is seriously jeopardized.

All this is, of course, practically self-evident. It is therefore all the more unfortunate that the University's public relations office is not adequate to the task it faces in the immediate future.

The past year has convinced the present University Editor that the increasing burden placed on his office can lead to nothing better than drab accomplishment on a broad front of diverse undertakings, unless there is a thorough overhaul of the entire operation.

At present the Office is merely "holding the line." What is sadly missed is a positive, fully planned program designed to create in the public mind a faithful reflection of what the University is and what it will, in the immediate future, become. News items alone will not create this image. The public must have interpretive material channeled to it--and here all the media must be utilized. This means newspaper feature columns, radio and television series, the speaker's platform, exhibits and displays--all those outlets, in other words, which represent us significantly to the public. And such a program must be just that--a program: carefully conceived, properly co-ordinated meaningfully executed. The public is then made continuously aware of a force in its midst--an immediately contributive force which constantly suggests the larger contribution it is making in its overall mission.

For obvious reasons we do not now have such a program. We do not have the personnel and we do not have the facilities. The present Editor is often in the stultifying position of having to apologize for work not done because of lack of personnel. Invariably plans for a feature or a publication have to be postponed because events and tasks suddenly arise to divert the present staff from following through on such projects. Energy is often severely taxed because of the lack of any kind of respite between the end of one project and the beginning of

another. Often, too, major activities in different areas occur simultaneously, so that neither is given the kind of attention it demands.

Also, those resources which any publications or public relations office should, because of the pressure of deadlines, be able to command at any time are unfortunately not readily available; and precious time is invariably lost in making arrangements for tapping them. Graphic arts is one such area--and a very important one. And special kinds of photographic resources represent another.

Harshly, but correctly, photography still has little status as a legitimate operation in the general University context. The University photographer began operating in a closet three years ago and has yet to emerge from that closet, if physical facilities and personnel are appropriate criteria. The News Office boasts the only darkroom that is used every working day and yet is the smallest among a number of others on campus.

The need for photography in many areas continues to grow. And individual departmental problems are apparently "solved" by adding darkrooms to every new building. But the competition for the limited funds available for such uses inevitably dilutes the effectiveness of all of them.

Obviously we need centralized facilities, with a fully professional staff handling all campus requests for pictures. At present, according to a recent survey conducted by the University of Connecticut, Massachusetts ranks--among those reporting--with the lowest in the nation in this kind of facility.

There is not the slightest doubt that the rooms currently housing the Publications and News Office are inadequate, unattractive, and inaccessible. A public relations office must obviously be the reverse of all three of these--and eminently so in each instance.

Recommendations

Happily there has been a great deal of assurance that most--if not all--of the conditions outlined above will soon be altered for the better. I heartily concur that a reorganization of the personnel structure and the acquisition of new physical facilities are immediately necessary. And I certainly recommend that these be effected with all judicious speed.

Suggestions for reorganization of personnel structure are now being considered by the Secretary of the University, and it would be presumptuous of the writer to trespass on a procedure requiring the counsel of a number of people.

As for space, I do have a recommendation which I hope can be implemented. I would recommend that, as soon as feasible, the University make some arrangement with the Associate Alumni to take over the lower meeting room in Memorial Hall as the University public relations office. The setting is almost ideal in the three respects mentioned earlier. A reception room could be provided near the door (on the west side of the building), and all visitors could drop in here for information about the campus. A comfortable and attractively appointed lounge could also be included; and University publications and handouts could be displayed here in a pleasant setting. Executive and administrative

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offices, with smaller rooms for mimeographing equipment and storage, would be adjacent to these central areas.

Centralization of photographic facilities is absolutely essential-and in Memorial Hall if that were to become the center of public relations activity. And proper staffing and equipping are indispensable concomitants. With centralization, economies are immediately achieved in that there is no duplication of space, equipment or personnel. Proper storage and controlled inventory are further advantages. And there is certainly economy in such features as volume buying, volume work with organized production flow, standardization of equipment, simplification of the procedures determining the cost of photography, and centralization of the print and negative library.

December 15, 1959

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

In the second section, the author outlines the various methods used to collect and analyze the data. This includes both primary and secondary data collection techniques. The analysis focuses on identifying trends and patterns over time, which is crucial for making informed decisions.

The third part of the document provides a detailed breakdown of the results. It shows that there has been a significant increase in sales volume, particularly in the latter half of the period. This is attributed to several factors, including improved marketing strategies and a strong economic environment.

Finally, the document concludes with a series of recommendations for future actions. It suggests that the company should continue to invest in research and development to stay ahead of the competition. Additionally, it recommends regular communication with stakeholders to keep them informed of the company's progress.

Very truly yours,

1. 1959 Appropriation (other than 01 & 02) \$6470.
2. Personnel - Identical for 1957, 1958 and 1959

Senior Physician	1	
Asst. Physician	1	
Hospital Supervisor RN	1	
Graduate Nurse	4	
Graduate Nurse (Intermittent)	5	(Time equal to 1)
Head Cook	1	
Asst. Cook	2	
Housekeeper	1	
Jr. clerk - typist	1	
Kitchen helpers (Intermittent)	2	(limited to 130 days)

3. Organizational Chart - Attached

4. Clientele	Bed-Patients	Out-Patients
Sept. 56 - June 57	446	12081
Sept. 57 - June 58	1128 (Asian Flu)	11342
Sept. 58 - June 59	577	11288

5. Publications & etc. - None

6. Plans completed for new Infirmary.

7. Plans are completed for the construction (in the spring of 1960 ?) of a new combined Out-Patient Dept. and an 80 bed Infirmary. Very little of our present equipment will be used in the new building (we don't have much !)

The principal need is for additional personnel.

1. At least two more physicians, of whom one should be a psychiatrist.
2. At least two more full-time graduate nurses.
3. A full-time xray and laboratory technician (combined)
4. A receptionist who can also type and take shorthand.

All the above will be necessary to cope with an expected 65% increase in registration.

Edward Cliffe, MD



